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## SKILL DEVELOPMENT & TECHNICAL EDUCATION DEPARTMENT

### NOTIFICATION

The 3rd March, 2025

No.1589—SDTE-HTE-HTE-I-0019/2024/SDTE. — In pursuance to sub-section (1) of Section 30 of the Gandhi Institute of Engineering & Technology University, Odisha Act, 2018 (Odisha Act 23 of 2018), the State Government do hereby approve the First Statutes of the Gandhi Institute of Engineering Technology University (GIET University) which shall come into force from the date of its publication in the *Odisha Gazette*.

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### ORDER

Ordered that notification be published in the *Odisha Gazette* for general information and copies be forwarded to all the Departments of the Government and placed in the website of Skill Development & Technical Education Department.

By Order of the Governor

BHUPENDRA SINGH POONIA

Commissioner-*cum*-Secretary to Government

# THE GIET UNIVERSITY, ODISHA

## FIRST STATUTES, 2024

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## NOTIFICATION

In pursuance of sub-section (1) of Section 30 of the Gandhi Institute of Engineering and Technology University, Odisha Act, 2018 (Odisha Act 23 of 2018), the Board of Governors with the approval of the Government do hereby make the following First Statute, namely: -

### PART – I

#### Preliminary

Short title and  
commencement

1. (1) These Statutes may be called the Gandhi Institute of Engineering and Technology University, First Statute, 2024.

(2) They shall come into force on the date of their publication in the *Odisha Gazette*.

Territorial  
jurisdiction

2. The Territorial jurisdiction of the University extends to the whole State of Odisha.

Definition

3. (1) In these Statutes, unless the context otherwise requires: -
- (a) "Academic Council" means the Academic Council as referred to in Section 24 of the Act;
  - (b) "Academic Institutions" means Institutions running or to be run in the University campus at Gunupur;
  - (c) "Act" means the Gandhi Institute of Engineering and Technology University, Odisha Act, 2018 (Odisha Act 23 of 2018);
  - (d) "Clause" means the clause of these statutes; and
  - (e) "Faculty" means a Professor, Associate Professor, Assistant Professor, Lecturer or such other person as may be appointed for imparting instruction or training or conducting research in the University;
  - (f) "University" means Gandhi Institute of Engineering and Technology University, Gunupur, Odisha (GIET University); and
- (2) All other words and expression used in this statute but not defined shall have the same meaning as respectively assigned to them in the Act.

**PART – II**  
**CHAPTER-I**

**APPOINTMENT OF TEACHERS AND THEIR CONDITIONS OF SERVICE**

- |   |  |
|---|--|
| Faculty   | <p>4. (1) In addition to the teachers specified in clause (zb) of Section 2 of the Act, the following shall be the teachers of the University, namely: -</p> <ul style="list-style-type: none"><li>(i) professors and Associate Professors appointed as Principals or as the case may be the Vice- Principals; and</li><li>(ii) part time faculties.</li></ul> <p>(2) The teachers of the University shall be appointed by the President in consultation with the Vice-President either on a fixed tenure or on a regular basis on the recommendation of a Selection Committee constituted in the manner appearing hereinafter.</p>  |
| Vacancy of Posts  | <p>5. The Registrar shall, in every academic year, report the number of vacancies in the post of different teachers to the President and the Vice-President who shall thereafter approve the matter and direct to fill the post or posts in the manner contained in the direction.</p>   |
| Appointment of<br>officers and Staffs<br>Selection<br>Committee | <p>6. (1) The Vice-chancellor, in consultation with the President and the Vice-President, shall constitute Selection Committee(s) to select teachers of the University keeping in view the vacancies.</p> <p>(2) The Selection Committee, for appointment of Professors and the Associate Professors, shall consist of the following members, namely: -</p> <ul style="list-style-type: none"><li>(a) The President, who shall be the Chairperson of the committee;</li><li>(b) The Vice-President;.....Member</li><li>(c) The Vice-chancellor;.....Member</li><li>(d) Dean of the concerned faculty;.....Member</li><li>(e) HOD of the concerned Department; and....Member</li><li>(f) Two subject experts in the rank of Professor or its' equivalent rank from outside of the State...Member</li></ul> <p>(3) The Selection Committee, for appointment of the Assistant Professors, shall consist of the following members, namely:-</p> <ul style="list-style-type: none"><li>(a) The President, who shall be the Chairperson of the committee;</li><li>(b) The Vice-President;.....Member</li><li>(c) The Vice-chancellor;.....Member</li></ul> |

- (d) Dean of the concerned faculty;.....Member
- (e) HOD of the concerned Department; and.....Member
- (f) Two subject experts in the rank of Professor or its' equivalent rank from outside the jurisdiction of the University...Member

(4) The Registrar shall act as the Secretary of the Committee, who shall take part in the meeting but shall have no power to vote.

Quorum

(5) The quorum for a meeting of a Selection Committee shall be four including at least one subject expert.

Selection  
Committee

(6) The Registrar shall prepare a proceeding of the Selection Committee for selection of candidates for different post of teachers and after it is duly signed by the Members of the Selection Committee including its Chairperson, he shall place it before the President for approval and the President after consultation with the Vice- President shall approve the same after which it shall become the selected list.

Appointment of  
teachers

(7) The vacancies occurring in different posts of Teacher shall be filled up by the candidate whose name appears in the select list and the appointment of different teachers shall be made by the President in consultation with the Vice-President.

(8) Unless appointed on tenure basis, the teachers if selected for appointment shall the first instance be on probation for a period of one year.

Provided that if the Vice-Chancellor on consideration of the Annual Performance Appraisal Report or any other report does not feel satisfied with the performance of any such teacher, he may extend the period of his probation for one year more, and at the end of such probation period of two years if his work is not found satisfactory, the Vice-Chancellor shall extend the period of probation for a further period of one year and if it is felt necessary he shall place the matter before the President and the Vice-President for termination of his appointment.

(9) A teacher appointed on tenure basis may be on satisfactory completion of the period of tenure may be appointed on regular basis

on the recommendation of the Vice-Chancellor. The President or Vice President may also extend the period of tenure from time to time.

- (10) Notwithstanding anything contained in this statutes but subject to the provision of sub statute (2) and (3) of statute 6 of the Statute, the President and the Vice-President may appoint on such terms and conditions as they may deem fit -
- (i) any distinguished retired Professor as Emeritus Professor;
  - (ii) Visiting Professor; and
  - (iii) Honorary teachers who can take part in the activities of the University in their respective subjects.

Application  
fees

- (11) A candidate applying for a post under the University shall pay an application fee as may be decided, from time to time, by the University;

Provided that the candidate belonging to ST/SC/ physically handicapped and displaced persons may be granted such concessions in the payment of application fees as may be decided by the University from time to time.

- (12) Candidates selected for interview for a post shall not be paid travelling allowance for attending the interview and any candidate offered appointment to any post shall not be paid travelling allowance for joining in the post.
- (13) All appointments made by the university shall be reported to the Board of Governors for information.
- (14) Every employee and teacher serving in the college as on dated 26th December, 2018 shall be deemed to have been appointed in the University against respective posts or equivalent posts under the provision of clause (d) of sub-section (i) of Section 4 of the Act by the same term and conditions with the same rights and privileges.
- (15) The following shall be the duties of a faculty member; -
- (a) the Primary responsibility of a teacher of the University is to teach and prepare the students for the examinations as per the



academic curriculum of the University, abide by the rules and regulations of the University issued from time to time;

- (b) participating in University examination process including invigilation, supervision, evaluation, scrutiny and question paper setting, as may be assigned from time to time;
- (c) participating in students development activities of the University;
- (d) conducting research in frontier areas of knowledge and supervising Ph.D. or Masters Level research;
- (e) perform all the duties that may be assigned by the University Authorities from time to time; and
- (f) conduct Sponsored Research or Industrial Consultancy and other projects.

Assessment of  
teaching by the  
students

7. (1) The Student of a Department shall make an honest assessment of the teaching of a faculty at the end of each semester or trimester for theory, practical, sessional papers taught in the prescribed format.
- (2) The overall assessment for each faculty shall be compiled by the Deans of the Schools and the strengths and weaknesses of the faculty shall be intimated by him individually to each faculty. A copy of the overall assessment shall also be submitted to the Registrar latest by 1st April of every year by the Deans of the Schools.
- (3) The Deans of the Schools have to take utmost care to ensure that no student is penalized for his honest assessment.

Disciplinary  
action

8. (1) The Vice-chancellor, after obtaining express concurrence from the President and the Vice-President, may initiate disciplinary proceeding against any faculty members on the following situations; -
- (i) failure to take prescribed number of classes of specified duration without valid reason, failure to arrange for classes during the period of absence and failure to make up loss through extra classes;
  - (ii) failure to have internal assessment in time, showing the answer script to the students in time and sending score to the University in time;
  - (iii) refusal to participate in the University examination as supervisors and examiners;
  - (iv) engaged in tuition to students on receipt of money;

- (v) doing any remunerative job without prior permission of the University;
  - (vi) interfering into the examination and evaluation processes of the University;
  - (vii) helping the students to do malpractices or encouraging malpractices during the examination; and
  - (viii) award of arbitrary marks and giving false information to the University on such matters as attendance, internal examination marks, sessional marks, project marks etc.
- (2) The faculty shall be given an opportunity to make any representation as he may wish against proposed order of punishment. Such representation shall be taken into consideration and final order shall be issued by the President in consultation with the Vice- President.

## **CHAPTER II**

### **THE VISITOR & THE OFFICERS**

The Visitor

- 9.** (1) The Governor of Odisha shall be the Visitor of the University as referred to in sub-section (1) of Section 13 of the Act.
- (2) He shall exercise all powers as provided in sub-section (2) and (3) of Section 13 of the Act.
- (3) He shall have the power to call for any paper or information relating to the affairs of the University from the President of the University within the time limit specified for the purpose. The information required by the Visitor shall be submitted by the President with the approval of the Board within the stipulated time.
- (4) On the basis of information received from the President, he shall have power to give such advice to the President as he may deem fit in the interest of the University.
- (5) The President shall place the advice of the Visitor before the Board and take appropriate action for compliance with the advice of the Board. Action taken on the advice of the Visitor shall be intimated to him within three months from the date of receipt of the advice.

The President  
Powers and  
Duties

- 10.** The President, in addition to the powers conferred by the Act under Section 14 shall have the following powers; -

- (a) he shall be responsible to implement the policies determined by the Board to give effect to the provisions of the Act;
- (b) be responsible for implementing discipline of the University and to take all steps required for maintaining discipline in the University;
- (c) convene of meetings of the Board of Governors on the advice of the President; and
- (d) fix the salary and other emoluments of the officers, teachers and other employees in consultation with the Vice- President.

The Vice-  
President  
Powers and  
Duties

- 11.** The Vice-President, in addition to the powers conferred by the Act under Section 15 shall have the power to assent in all the administrative, academic and financial matters etc. before issue of any such order.

President and  
Vice-president  
Powers and  
Duties

- 12.** In addition to the powers conferred in the Act, the President and the Vice-President shall have the following powers to; -

- (i) review the performance of teachers, officers and other employees of the University;
- (ii) verify the CCR or ACR of all the teachers, officers and other employees of the University and take appropriate steps as deemed fit and proper;
- (iii) arrange for conduct of the University examinations and publish the results thereof;
- (iv) make its own Standing Orders to regulate the disposal of its own business;
- (v) institute degrees, charters, certificates and other academic distinctions on the basis of examination or any other methods of evaluation;
- (vi) collaborate with other colleges, Universities, Research Institutions, Industry Associations, Professional Bodies or any other organizations in India or abroad, to conceptualize, design and develop specific educational and research programmes exchange programmes for students, faculty members and others in consultation with the Vice-chancellor or Registrar;

- (vii) integrate the existing programmes and courses offered by the University into respective schools;
- (viii) undertake collaborative research with any Organisation in India or abroad;
- (ix) create higher levels of intellectual abilities;
- (x) provide consultancy to industry, Government and Public Organization;
- (xi) pursue any other objectives as may be approved by the State Government;
- (xii) institute and award fellowships, scholarships;
- (xiii) demand and receive such fees, bills, invoices and collect charges as may be fixed by the University;
- (xiv) make appointment of faculty, officers and employees of the University in consultation with the Vice-Chancellor or Registrar;
- (xv) receive donations and gifts of any kind and to acquire, hold, manage, maintain and dispose of any movable or immovable property, including Trust and endowment properties subject to ratification of the Board;
- (xvi) determine standards of admission to the University;
- (xvii) prescribe such courses for Bachelor Degree, Master Degree, Doctor of Philosophy, Doctor of Science Degrees and Research and such other Degrees, Charters and Certificates;
- (xviii) raise, collect, subscribe and borrow with the approval of the Board whether on the security of the property of the University, money for the purpose of the University;
- (xix) invest any money belonging to the Trust or University in any of the securities or to place on fixed deposit in any Bank any portion of such money not required for current expenditure;
- (xx) enter into, carry out, vary or cancel contracts; and
- (xxi) do all other things necessary or expedient to exercise the above powers.

Vice-Chancellor

**13.** (a) Subject to provisions of sub-section (1) of Section 16 of the Act, the Vice-chancellor shall be appointed by the President in consultation with the Vice President from a panel of three persons recommended by the Board of Governors.

(b) the first Vice-Chancellor shall be appointed by the President in consultation with the Vice-President, who shall hold office for a term of three (3) years as per provisions laid down in sub-section (a) of Section 44 of the Act.

Qualification

(c) No person shall be eligible to be appointed as Vice -chancellor unless he is a distinguished academician in the field of technical education having ten(10) years of experience as Professor in the University.

(d) The Vice-chancellor shall hold the office for a term of three years and after expiry of the term of three years, the Vice-chancellor shall be eligible for re-appointment for another term not exceeding three years as per the provision referred to in sub-section (1) of Section 16 of the Act.

(e) The age of superannuation for Vice-chancellor shall be 65 years.

Powers and Functions

**14.** The Vice-Chancellor, in addition to the powers conferred by the Act under section 16, shall have the following powers, namely: -

(a) the Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of the authority as per the sub-section (2) of Section 16 of the Act;

(b) he shall be entitled to be present and address in any meeting of the University;

(c) he shall be responsible for the maintenance of the discipline among the students, teaching staff and other employees of the University;

- (d) he shall institute an enquiry in respect of any matter concerning to the University after obtaining express approval of the President and Vice-President;
- (e) subject to approval of the President and the Vice-President, he shall have power to constitute such *ad hoc* Committees as he may deem necessary to help him in the performance of his duties as the Principal Executive Officer of the University;
- (f) it shall be duty of the Vice-chancellor to bring before the Board all matters of business requiring attention of the Board and arising from or within the University, and to supply all such information and records relating to the University as may be required by the Board or by its Committees;
- (g) he shall coordinate the activities of the Board by facilitating the convening and holding of regular meetings, providing for necessary information in the work of the Board and the Committees and in every way possible to encourage the prompt and timely consideration and judicious disposal of matters deserving the Boards' attention;
- (h) he may, subject to approval of the President and the Vice-President, make *ad hoc* appointment for a period not exceeding six months in exigency cases;
- (i) he shall assign specific duties to all officers and monitor their performance;
- (j) he shall, subject to approval of the President and the Vice-President, initiate any disciplinary proceeding against all the officers including the Registrar, Deans of the Schools, Finance Officer and Controller of Examinations, the teachers and non-teaching employees of the University;
- (k) he shall review the performance of the faculties and officers of the University in every year and submit a report to the President and the Vice- President. Based on the report and his own assessment, he may recommend action to be taken or dropped the matter for consideration of the President and the Vice-President;
- (l) subject to provisions of sub-section (7) of Section 16 of the Act the Vice-chancellor shall have power to remove the Registrar, Deans of

the Schools, Finance Officer and Controller of Examinations if their service is detrimental to the interest of the University with due approval of the Board. But placing before the Board, such officers may be given a reasonable opportunity of being heard;

- (m) he shall prepare the Annual Report of the University under the direction of the Board of Management as per the provisions of sub-section (1) of Section 49 of the Act preferably after closure of the financial year on the 31st March each year and submit the same to the Board for its approval;
- (n) he shall send a copy of the Annual Report duly approved by the Board to the Visitor on or before 31st December of each year;
- (o) subject to provisions of sub section (3) of Section 16 of the Act, if in the opinion of the Vice- chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other Authority by or under this Act, he may take such action as he deems necessary and shall at the earliest opportunity thereafter report course of action dealt with the matter to the President and the Vice-President ;

Provided that if in the opinion of the concerned authority such action should not have been taken by the Vice-chancellor, then such case shall be referred to the President, who shall take decision in consultation with the Vice-President and the said decision shall be final ;

Provided further that where any such action taken by the Vice-chancellor affects any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action is communicated to him, an appeal to the Board of Governors and the Board of Governors may confirm or modify or reverse the action of the Vice-Chancellor; and

- (p) appoint members of Board of Studies.

Removal of the  
Vice-chancellor

- 15.** Subject to provisions sub-section 6 of Section 16 of the Act, the President with due approval of the Board of Governors, is empowered to remove the Vice- chancellor from office, if in their opinion it appears that the continuance of the Vice-chancellor is detrimental to the interest of the University:

Provided that

- (i) no such removal shall be made without an enquiry being conducted by an officer not below the rank of Registrar and giving the Vice-chancellor a reasonable opportunity of being heard;
- (ii) in the matter of removal or suspension of the Vice-chancellor, the President, shall consult the Vice- President; and
- (iii) in case of the office of the Vice-chancellor falls vacant for any reason, the President in consultation with the Vice-President shall appoint a person on such terms and conditions as they deem necessary to act as Vice-chancellor.

Registrar

**16. (1) (a)** The Registrar shall be whole time officer of the University. The appointment of the Registrar shall be made by the Vice-chancellor with the approval of the Board of Governors through a selection Committee consisting of the following members: -

- (i) President;
- (ii) Vice-President; and
- (iii) Vice-Chancellor.

(b) the first Registrar shall be appointed by the President in consultation with the Vice- President who shall hold office for a term of three years as per provisions laid down in clause (b) of Section 44 of the Act.

Power and duties

(2) In addition to the powers conferred by the Act, the Registrar shall exercise and perform the following powers and duties, namely: -

- (a) to be the custodian of the records, the common seal and such other property of the University as the President and the Vice-President shall commit to his charge;
- (b) to conduct the official correspondence to the Board of Governors, Board of Management, the Academic Council and the Finance Committee, UGC, AICTE, Govt. of India, State Govt. and other Universities;



- (c) to issue all notice convening the meetings of the Board of Governors, Board of Management, the Academic Council and the Finance Committee and other Committees, if any appointed by them;
- (d) to issue appointment orders to all teachers, officers and employees of the University on the recommendation of a Selection Committee constituted by the Statute for the purpose;
- (e) to exercise such other powers and perform such other duties as may require from time to time, be conferred and imposed on him by the Board of Governors, Board of Management, President and the Vice-President;
- (f) the Registrar may with the approval of the President and the Vice- President may delegate such of his powers and duties, as may be necessary from time to time, to other officers subordinate to him;
- (g) unless appointed on tenure basis, the appointment of the Registrar shall in the first instant, be on probation for a period of two years. On satisfactory completion of the said period, the officer shall be confirmed by the President and the Vice-President on the recommendation made by Vice-Chancellor to the effect. The Vice- Chancellor shall on completion of the said probation period submit a report regarding his performance to the President and the Vice- President for consideration;
- (h) he shall be the controlling officer for all technical and administrative staff of the University and can transfer any staff under his control from one place to another with prior approval of the President and the Vice-President;
- (i) the Registrar with approval of the President and the Vice-President may inspect or send inspection team to any School for compliance of any Government, University, UGC and AICTE requirements;
- (j) he shall have power to register faculty and students of the University as per approved Academic Regulations and norms and recommend cancellation of the same to the Vice-chancellor;

- (k) he shall have such other administrative or financial powers as may be delegated to him by the Board or President or Vice-President or Vice- chancellor; and
- (l) he shall sign all contracts and authenticate all the records on behalf of the University.

Dean

- 17.** (1) The Deans of the Schools shall be whole time officers of the University. The appointment of the Deans shall be made by the Vice-Chancellor with the approval of the President and Vice-President.
- (2) In addition to the powers conferred by the Act, the Dean shall exercise and perform the following powers and duties, namely: -
- (a) he shall preside over all the meetings of the concerned Schools;
  - (b) the Dean of each School shall be responsible for due observation of Statute and Regulations and in guiding the deliberations of the School;
  - (c) to look into the matters of inter-departmental teaching and research and co-ordinations;
  - (d) to recommend any matter to a Board of Studies for consideration and report;
  - (e) to make recommendations for collaboration with industry and other organization by a department of studies for the purpose of research and extension;
  - (f) to hold meeting of the Faculty or a committee of the Faculty along with any other Faculty or a committee thereof for the discussion of any matter of common interest;
  - (g) to recommend to the Academic Council for introduction of new course;
  - (h) the Dean shall preside over all the meetings of the concerned School;

- (i) the Dean shall present the degree recipients concerning the faculty to the Hon'ble Visitor or Chief Guest for award of the degree in the Convocation;
- (j) to support the department(s) in all R&D related activities;
- (k) to arrange guest faculties, if required;
- (l) to arrange FDPs, student's seminars inviting external faculties and industries from outside the University and abroad; and
- (m) any other academic support which will strengthen the department.

Finance Officer

- 18. (1)** The Finance Officer as referred to in Section 19 of the Act is a whole time officer of the University appointed by the Board of Governors on recommendation of the President and the Vice-President on the basis of the selection made by the Selection Committee as prescribed in Statute 16 and he shall be under the control of the President and Vice-President. However, the first Finance Officer shall be appointed by the President in consultation with Vice-President, who shall hold office for a term of three years as per provisions laid down in clause (b) of Section 44 of the Act.

Power & Duties

- (2)** He shall have the following powers and duties; -
- (a) the Finance Officer shall be responsible for keeping all accounts of receipt, payment and utilization of funds as specified under Sections 45, 46, 47 and 48 of the Act;
  - (b) to receive all contributions, grants, gifts and endowments made in favour of or for the purpose on behalf of the University;
  - (c) to act as the treasurer for all funds contributed for student organization, if any, of the University;
  - (d) to maintain and develop business procedures for the use of students' loan and scholarship fund;
  - (e) to develop and operate an audit system so that records of all offices and University employees responsible for the receipt or

expenditure of money, for keeping accounts or for the custody of property may be verified by the Chartered Accountant as referred to in sub-section (2) of Section 50 of the Act;

- (f) to prepare the annual accounts and the Balance Sheet of the University under the direction of the Board of Management as required under section 50 of the Act;
- (g) to present the annual accounts, the Balance Sheet and the audit report before the Board as required under sub-section(3) of Section 50 of the Act;
- (h) to facilitate submission of the annual accounts, the Balance Sheet and the audit report to the Visitor and the State Government as required under sub-section (4) of Section 50 of the Act;
- (i) to facilitate compliance to the directions of the State Government as required under sub-section (5) of Section 50 of the Act;
- (j) to purchase materials and properties required by the University as may be authorized by the Board of Management within the budgetary limit;
- (k) to perform such other duties as may be required from time to time by the Vice-Chancellor or Registrar with respect to matters pertaining to accounts and finances of the University;
- (l) he shall be the Convener of the Finance Committee meetings;
- (m) he shall prepare Annual Budget and supplementary Budget of the University;
- (n) he shall prepare utilization certificates for funds, received from the University Grants Commission or AICTE and other funding agencies and cause them to be sent in time to the Appropriate Authority; and
- (o) he shall prepare pay and allowance bills of the officers, teachers and other employees of the University and arrange for draw and disbursement the amounts thereof giving effect to deduction of tax at source, Provident Fund, Insurance Premium.

- 19.** (1) The Controller of Examinations as referred to in sub-section (2) of Section 19 of the Act is a whole time officers of the University and shall be appointed by the Vice- Chancellor on the basis of the selection made by the Selection Committee as specified in sub-statute (1) of statute 27 subject to the approval of the Board.
- (2) The Controller of Examinations shall be responsible for, -
- (a) conducting examinations in a fair manner in different schools of the University, observing utmost confidentiality in the process of paper setting, printing and sending question papers to the centres of examinations followed by evaluation and publication of results;
  - (b) appoint Superintendents and Asst. Superintendents, Flying Squads, Supervisors, Examiners, Scrutinizers etc. with the approval of the Vice -Chancellor;
  - (c) maintaining academic records, examination records, tabulation records and ensuring processing of results, preparation of transcripts, certificates, degrees and diplomas and issue of the same to the successful students concerned;
  - (d) maintaining confidential accounts and obtaining approval of the Vice-Chancellor or Registrar before payment. Conducting investigations into alleged malpractices by the students and recommending action, including removal of student's name from the Register of University;
  - (e) he shall be the Member Convener of Examination committee meeting, Disciplinary Committee Meeting and shall be responsible for forwarding their recommendations to the Vice-Chancellor for his approval before publication of results;
  - (f) he shall prepare a calendar of all examinations to be conducted by the University during a year well in advance preferably at the beginning of the Academic Year and cause it to be circulated to all concerned after the same has been approved by the Academic Council. Prepare programmes of various examinations and cause their circulation to all concerned well in

advance, after the same has been approved by the Vice-Chancellor or Registrar;

- (g) he shall register candidates for various examinations of the University and scrutinize all such cases with reference to the relevant regulations, if any; on collection of prescribed fees;
- (h) he shall initiate payment of remuneration and other allowances to examiners and examination expenses, as admissible, to all centres of examination;
- (i) he shall render such assistance to the Registrar and Vice-Chancellor as may be necessary in the performance of their duties;
- (j) he shall prepare Examination manual covering all aspects of activities involving Examination, Valuation and Publication of result with the approval of the Board and shall ensure implementation of the same; and
- (k) he shall have the powers to countersign travelling allowance bills of the University employees working under him.

Other Officers

**20.** (1) In addition to the officers referred to Section 12 of the Act, the other officers as specified at **Schedule I** are the officers of the University and they shall be assigned with such duties by the President or Vice-President from time to time, -

- (a) The Dean of Placement;
- (b) The Dean of Students Welfare;
- (c) The Dean of Admissions;
- (d) Deputy Registrar;
- (e) Deputy Controller of Exam;
- (f) Law Officer;
- (g) The Director of Planning & Coordination;
- (h) Information Officer;
- (i) Accounts Officer; and
- (j) Chief Librarian.

Powers &  
duties

(2) They shall discharge such duties as may be assigned to them by the V.C., Registrar, Controller of Examinations, Controller of finance, as the case may be, from time to time as per Section 20 of the Act.

**CHAPTER-III**  
**Authorities of the University**

Board of  
Governors

- 21.** (1) The Board of Governors as referred to in Section 22 of the Act shall be the Principal Executive Body and Principal Governing Body of the University and shall, -
- (a) comply with the instructions of the Visitor issued under sub-section (3) of Section 13 of the Act;
  - (b) consider the proposals of the Academic Council for the institution of fellowships, scholarships, free studentships, medals and prizes;
  - (c) approve the recommendations of the Academic Council regarding degrees, diplomas, certificates, fellowships, scholarships, medals and prizes to be awarded and the conditions thereon;
  - (d) consider and ratify the recommendation of the Academic Council with or without modifications; and
  - (e) take such decisions and steps as are necessary for carrying out the provisions of the Act.

Quorum

- (2) Seven members shall constitute quorum. In absence of the quorum, the meeting shall stand adjourned to the same day and time and venue next week and quorum shall not be required in the meeting so adjourned.

Board of  
Management

- 22.** (1) The Board of Management as referred to in Section 23 of the Act shall consist of the following members, namely: -
- (a) the Vice-chancellor who shall be the *ex officio* Chairman;
  - (b) the Registrar who shall be the *ex officio* Secretary;
  - (c) the Finance Officer;
  - (d) two members of Board of Governors, nominated by "Vidya Bharati Educational Trust";

- (e) three deans of the University appointed by the President and Vice-President on recommendation of the Vice-chancellor or Registrar; and
  - (f) two senior Professors appointed by the President and Vice-President on recommendation of the Vice-chancellor and Registrar.
- (2) The Board of Management as referred to in sub-section (2) of Section 23 of the Act, shall have the following powers and responsibilities in addition to powers specified in aforesaid section; -
- (a) to maintain and regulate the Endowment Fund, the General Fund and the Development Fund consistent with the provisions of Section 45 and 46 of the Act, subject to general supervision and control of the Board of Governors as specified in Section 48 of the Act;
  - (b) to get the Annual Report, Annual Accounts and the Balance Sheet prepared;
  - (c) to prescribe procedure and formulate guidelines with regard to, -
    - (1) admission of students to the University and their enrolment and continuance as such;
    - (2) the courses of studies to be laid down for all Degrees, Diplomas, Certificates, Charters and other academic distinctions of the University, -
      - (i) accounting policy and financial procedure;
      - (ii) the conditions of the award of fellowships, scholarships, studentships, medals and prizes;
      - (iii) the fee to be charged for admission to the examinations, Degrees, Diplomas, Certificates and other academic distinctions of the University;
      - (iv) revision of fees;
      - (v) the conditions of residence of the students at the University;



(vi) maintenance of discipline among the students of the University; and

(vii) any other matters that may be assigned to it by the Board.

Frequency of  
Meeting &  
Quorum

(3) The Board of Management shall meet at least twice in a calendar year at such time and such place fixed by the President.

(4) Five members shall constitute quorum, In absence of quorum, the meeting shall stand adjourned to the same day and time next week. No quorum is required for the meeting so adjourned.

Academic  
Council

**23.** Powers and functions of the Academic Council - Subject to the provision of Section 24, the Academic Council shall exercise the following powers and perform functions, namely: -

- (1) to co-ordinate the academic programmes and courses;
- (2) to suggest the Board of Governors on all academic matters;
- (3) to make regulations and to amend or repeal the same on the following matters, -
  - (a) to prescribe Courses of Studies and Schemes of Examinations;
  - (b) to conduct annual review of courses offered, contents of curriculum and prescribing new courses to be introduced keeping in view the needs of the industry and modification in the curriculum;
  - (c) to prescribe qualifications for admission of students to various courses of studies, to research degrees and to the examination and the conditions under which examinations may be conducted;
  - (d) to prescribe the standard of evaluations of the performance of students and classification on the basis of their performance in the examinations;

- (e) to prescribe the conditions for admission of candidates for research degrees and the requirements for the award of such degrees;
- (f) to prescribe the qualifications for recognition of teachers and scientists as supervisors for research;
- (g) to prescribe the equivalence of examinations, degrees, diplomas and certificate;
- (h) to prescribe the qualification of teachers; and
- (i) prescribing the norms of the up-gradation of teaching post :

Provided that all regulations made by the Academic Council shall be submitted to the Board of Governors for consideration, who may make such alterations or modifications as it deems fit or may refer the regulations for further considerations by the Academic Council and all such regulations shall have effect from such date as the Board of Governors, may appoint on behalf;

- (4) to approve academic calendar covering examination programmes, vacations etc. and all other matters prior to commencement of academic session;
- (5) to recommend to the Board regarding the award of Degrees, Diplomas, Certificates and other academic distinctions and fellowships, scholarships, medals and prizes of the University and the conditions thereof;
- (6) to appoint such Committees as are required by the Act or the Statutes and such other Committees either standing or *ad hoc* as it deemed necessary; and
- (7) to determine on the recommendation of the Deans of Schools, establishment, amalgamation, division or abolition of faculties or departments.

**24.** (1) The Academic Council shall meet at least once in every academic year on such date and at such hour as may be fixed by the Vice-Chancellor or Registrar.

(2) Any member of the Academic Council may request the Registrar in writing to place any matter in the agenda of the meeting at least fifteen days before the meeting:

Provided that the member may withdraw the request formulated by giving notice in writing of his intention to do so not less than two days before the date fixed for finalization of the agenda.

(3) Every resolution, which has not been withdrawn in accordance with provision to sub-clause (6), shall be placed by the Registrar on agenda of the meeting at which it is proposed to be moved.

(4) The Registrar shall, save with reference to the first meeting of the first Academic Council, issue to every member of the Academic Council not less than fifteen clear days notice before the date fixed for the meeting, mentioning a copy of the agenda setting forth the day and hour of the meeting and the business to be transacted thereat:

Provided, that the non-receipt of the agenda by any member shall not invalidate the proceedings of the meeting;

Provided further that it shall be competent for the Vice-Chancellor to bring forward any business, which has not been placed on the agenda, which he considers that the exigencies of the moment require such urgent action.

(5) (i) Any member wishing to move an amendment to a resolution on the agenda of any meeting shall forward a copy of it to be received by the Registrar not less than six clear days before the date of the meeting at which the resolution is intended to be moved; and

(ii) On receipt of the amendment, the Registrar shall prepare an amended agenda setting forth all the resolutions and amendments received, and forward by post a copy of the same to each member of the Academic Council not less than two clear days before the date fixed for the meeting.

- Quorum
- (6) One third of the Academic Council members shall constitute quorum. In absence of the quorum, the meeting shall stand adjourned to the same day and venue next week.
- Schools
- 25.** (1) The University shall have the following schools to start with, -
- (a) School of Engineering & Technology;
  - (b) School of Management Studies;
  - (c) School of Sciences;
  - (d) School of Agriculture;
  - (e) School of Humanities & Social Sciences;
  - (f) School of Nursing;
  - (g) School of Hotel Management & Catering Technology;
  - (h) School of Aviation; and
  - (i) Any other Schools as it may deem fit with the approval of the Government.
- (2) Each school shall consist of, -
- (a) Dean of the school;
  - (b) Head of P.G or U.G Department of the University;
  - (c) At least two senior faculties nominated by the Vice-Chancellor, The Dean and Head of the Department shall be appointed by the Vice- chancellor with approval of the President and Vice-President for such term or period as he deems fit.
- (3) All members of the School other than clause (a) & (b) shall hold office for a term of two years.
- (4) Meeting of the School shall be convened by the Dean at such time as may be necessary on request of the Vice-chancellor or Registrar.
- (5) Three members present shall constitute quorum in the meeting of the School.

- (6) Each School shall discharge the following duties, -
- (a) to look into the matters of inter-departmental teaching, research and co-ordination;
  - (b) to make recommendations for collaboration with industry and other organizations by a department of studies for the purpose of research and extension;
  - (c) to recommend to the Academic Council for introduction of new courses;
  - (d) to make recommendations to the Academic Council regarding admission of students in the University;
  - (e) to recommend to the Academic Council books to be prescribed as text books;
  - (f) to recommend to the Academic Council regarding the degrees, diplomas, certificates, fellowships, scholarships, medals and prizes to be awarded and the conditions thereof;
  - (g) to recommend to the Academic Council the establishment, amalgamation, subdivision and abolition of Departments;
  - (h) to recommend to the Academic Council regarding the institution of fellowships, scholarships, studentships, bursaries, medals and prizes by the Board;
  - (i) to recommend to the Academic Council for the reorganization of the degrees, diplomas, certificates and course credits of the recognized Universities and determine their equivalence to the corresponding degrees, diplomas and certificates and course credits of the University;
  - (j) to act as a consultative body in regard to all questions referred to it in general and those relating to an integrated and well balanced course of study in particular;
  - (k) to propose the establishment of such Departments as decided best and the scope of work to be done by the various Departments and submit such plans to the Academic Council;

- (l) to recommend to the Academic Council regulations on detailed conditions of admission of students to the various courses of study in the University, methods of evaluating the progress and attainments of the students of the University and basis for dismissal of students, who fail to meet the academic requirements of the University;
- (m) to arrange through the Dean for periodic meetings of the entire School represented by that Board of Studies for organized and open discussion of matters concerning the functioning of that School and about which the Board of Studies can take decisions or formulate recommendations;
- (n) to appoint either standing or temporary committees as are deemed necessary for their proper functioning;
- (o) to suggest examiners on special subjects and to consider and determine in consultation with the examiners the objections raised to questions set at any examination held by the University; and
- (p) to perform such other functions as may be assigned to it by the Vice-chancellor or Registrar through a Dean.

Head of the  
Departments

- 26.** (1) The Department constituted in a School shall be the primary unit of education and administration. It shall carry on programme of teaching and research and where appropriate, extension education in a particular field of knowledge.
- (2) There shall be a Head of the Department appointed by the President on recommendation by the Vice-chancellor or Registrar in the following manner, -
- (a) where there is only one Professor in the Department, such Professor or if there is more than one such Professor, senior most Professor;
  - (b) in absence of a Professor, the Associate Professor of the Department, if there be one, or the senior most Associate Professor if there be more than one such Associate Professor;

- (c) in absence of both a Professor and an Associate Professor in the Department, the next senior most Assistant Professor for so long as such absence continues;
  - (d) notwithstanding anything contained in the foregoing provisions of this statute, Dean of the School shall have the power for reasons to be recorded in writing to appoint any Professor or Asst. Professor, as the case may be, other than the senior most, as the Head of the Department with the approval of the Vice-Chancellor or Registrar. For the purpose of this statute, Seniority in respect of any particular grade shall, in absence of special order made by the Board on that behalf be determined by the length of service under the University in such grade; and
  - (e) the Head of Department shall be appointed on rotation basis on completion of every two years from amongst the Professor at first instance and then from among the Associate Professors, keeping in view the above guidelines.
- (3) The Head of each Department shall have the following duties and responsibilities, namely: -
- (a) the Head of each Department shall be responsible to the Dean of the School for the organizational operation of the Department;
  - (b) within each Department, the Head of the Department shall be responsible for teaching and research in respect of particular subject matter of that Department;
  - (c) the Head of the Department shall maintain close liaison with the Dean of the School and arrange for provision of facilities necessary for carrying out research by members of his Department in accordance with the approved programme;
  - (d) the Head of the Department shall have responsibility for supplying accurate and up to date information on the results of research in his Department to the Subject Matter Specialists who may be posted as specialists in that Subject Matter area. He will furnish them with office facilities in connection with the teaching and research faculty and in every way possible,

promote close cooperation between such Subject Matter Specialists and the members of his Department;

- (e) he shall prepare the Departmental budget and submit it to the Dean of School for inclusion in the budget of the University; and
- (f) he shall be responsible for distribution of expenditure of departmental funds and for the care of departmental property

Student  
Discipline

- 27.** (1) A student admitted to any course in a Post-Graduate or Under Graduate Department of the University shall be under the direct disciplinary control of the Head of the Department and general administrative control of the Dean of the concerned School. An undertaking shall be given by the student at the time of his admission of the course that he agrees to abide by the rules of the Department of the University, and if admitted to a hostel, by the rules of the Hostel and that he shall withdraw himself from the University and/or the hostel where the appropriate authority decide that such withdrawal is necessary in the interest of the institution.
- (2) the Board of Management shall be competent to make, from time to time rules controlling the discipline of the students of the University.

Punishments

- 28.** (a) The following punishments may for good and sufficient reasons be imposed on a student of the University after giving-reasonable opportunity of hearing, namely: -
- (a) Fine;
  - (b) Detention in a class;
  - (c) Rustication;
  - (d) Expulsion;

Provided that where the punishment to be imposed is expulsion from the University, the disciplinary Authority shall make a report to the Board of Management who shall have power to rescind or modify the said punishment.



- (b) The Vice-Chancellor subject to approval of the President and the Vice-President may impose any of the punishment specified in Statute 28.

Board of  
studies

- 29.** (a) The Board of Management may constitute a Board of Studies for each branch of study or branches of study.

Constitution of  
the Board of  
Studies

- (b) The Board of Studies shall be constituted as per the following guidelines.

- |         |  |             |
|---------|--|-------------|
| (i.)    | Head of the Department;  | Chairperson |
| (ii.)   | All Professors of the Department;  | Members     |
| (iii.)  | All Associate Professors of the Department;  | Members     |
| (iv.)   | All Asst. Professors of the Department;  | Members     |
| (v.)    | One Subject Expert (Academic) from IISC/IITs/NITs/other reputed Academic Institutions nominated by the Vice-Chancellor on the recommendation of the HoD/Dean;  | Member      |
| (vi.)   | One subject expert ( R&D/Industry) nominated by the Vice-Chancellor on the recommendation of the HOD/Dean;   | Member      |
| (vii.)  | One Senior Alumni (Academic/R&D/Industry) nominated by the Vice-Chancellor on the recommendation of the HOD/Dean;  | Member      |
| (viii.) | Chairman, Board of Studies shall be its Member Convener;   |             |
| (ix.)   | The Academic Council may constitute common Board of studies taking members from amongst the members of other Boards of Study for common curricula covering more than one branch of study and for compulsory courses common to all branches of study. |             |
- (c) Members of the Boards of Studies shall hold office for two years.
- (d) The Head of the Department of the P.G or U.G Department shall be appointed by the Vice-chancellor as Chairman of the BOS and he shall hold the office for two years:

Provided that in case of a temporary vacancy caused in the office of the Chairman, BOS owing to death, illness or otherwise the senior most faculty will be appointed as such for unexpired period of the term.

**Explanation:** - In case of a Joint Board the senior most faculty of such Board shall be appointed by the Vice-chancellor to act as Chairman.

- (e) Normally there shall be one meeting held in the year at which the business of Board of Studies for the year shall be transacted:

Provided that the Vice-Chancellor, if thinks fit, may permit additional meetings to be convened during the year.

Quorum

- (f) Minimum of three members including the invited members but excluding the Convener shall constitute the quorum.

Power & Duties

- (g) The Board of Studies shall have the following Powers and Duties, namely: -

- (i) the primary task of the Board of Studies shall be to frame new curricula, syllabi and revision of the existing ones and suggest up to date text and reference books;
- (ii) the concerned Board of Studies may recommend a penal of question paper setters, Chief and Assistant Examiners, external and internal examiners for practical examinations for each of the papers as prescribed in the syllabus:

Provided that a teacher with minimum two years experience and a teacher with three years experience shall be an examiner for under graduate and post graduate examinations respectively.

- (iii) The Vice-Chancellor or Registrar shall have Authority to appoint paper setters, if the approved members of the paper setters are either not available or express their inability to set papers in the available time frame for the purpose or in extraordinary situation to maintain sanctity of academic Calendar and Examinations.

Finance Committee

- 30.** There shall be a Finance Committee as prescribed under sub-section (1) of Section 26 of the Act.

- (1) The Finance Committee shall consist of the following members, namely: -

- (a) Vice-Chancellor; *Ex Officio* Chairman

(b) Registrar; *Ex Officio* Secretary

(c) Finance Officer; and Member Convener

(d) Such other members as may be nominated by the Board of Governors

Quorum

(2) Three persons including an expert member shall make the quorum and the Committee shall meet at least twice a year.

Powers &  
Functions

(3) In addition to powers and functions mentioned in sub-section (2) of Section 26, the Finance Committee shall have the following powers and functions, -

- (a) to consider the draft annual accounts and the Balance sheet of the University prepared by the Finance Officer and place before the Board of Management along with the audit report thereof;
- (b) to call for such information and records from the University or any office sub-ordinate to the University or require the assistance of the University for the purpose of examining the annual account;
- (c) to prepare the final draft of the University budget after duly examining the proposals made by the Finance Officer so that the budget may be placed before the Board of Management for approval;
- (d) to scrutinize all proposals for creation of infrastructure, purchase of equipment or instruments, as recommended by the Vice-Chancellor;
- (e) to pass the Audit report prepared by the Chartered Accountant as provided under sub-section (2) of Section 50 of the Act and recommend the same to the Board of Management for considerations;
- (f) the Finance Committee may also suggest means of raising resources and to observe economic measures for better financial health of the University to the Board;

- (g) the Finance Committee shall examine and recommend such other proposals as may be referred to it by Vice- Chancellor for considerations;
- (h) the Finance Committee shall watch the progress of receipts and expenditure provided in the budget and to make recommendations to the Board of management;
- (i) the Finance Committee shall make reports and recommendations to the Board of management;
- (j) the Finance Committee shall make proposals to the Board of Management; and
- (k) the Finance Committee shall consider any other matter relating to the finances of the University that may be referred to it by the Board of Management and also advise the Board of Management on any such matter as the Finance Committee may consider necessary, to ensure a sound financial policy and practice in the University. The Board of Management shall get the approval of the Board of Governors for implementing the financial policies.

- (4) The Committee shall prepare separately an Accounts Manual with the approval of the Board of Management. Such manual among other things would include detail procedures regarding the receipt and expenditure along with management of funds of the University etc. The committee may also review the Annual Accounts from time to time so as to bring about any modifications in case of necessity. Modifications in the provisions in the Accounts Manual shall be made available with the approval of the Board of Management.

Conducting  
Board

- 31.** There shall be a Conducting Board for each discipline of study to monitor the conduct of examinations, and to analyze the performance of students in the examinations. The members of the Conducting Board shall be appointed by the Vice- Chancellor.

Members

- (1) The conducting Board shall consists of the following members, namely: -
  - (a) The Vice-Chancellor - Chairman;
  - (b) The Registrar -Secretary;

	(c) The Controller of Examination - Member Convener;
	(d) Dean of the Concerned School -Member; and
	(e) HOD of the concerned department.
Meeting	(2) The Conducting Board shall meet before the publication of results in each semester or trimester and supplementary examination, if any. The final results after modifications, if any, will be published only after the approval of the Vice- Chancellor.
Quorum	(3) Three of the members of the Conducting Board shall constitute the quorum excluding special invitee.
Power & Functions	(4) The conducting Board shall have the following powers and functions, -
	(a) the Conducting Board shall have power to scrutinize the conduct of examination, evaluation process, the results in each of the papers and the pattern of the question paper;
	(b) the Conducting Board on scrutiny may also recommend award of grace in one or more papers, conduct of re-examination in one or more papers, changes in examination process for consideration by the Board; and
	(c) the Conducting Board may recommend punishment for malpractice cases reported during any examination.

## **CHAPTER-IV**

### **Conduct of Examinations**

Examiners	<p><b>32.</b> Examinership cannot be claimed as a matter of right. All appointment of examiners shall be made by the Controller of Examinations who shall have the power to cancel or terminate any appointment as examiner without assigning any reasons thereof, at any time as and when necessary. Examiners may be any of the following two classes, namely: -</p> <p>(1) Examiners to be designated as Question Paper Setters who will set the question papers required for the examinations of the University; and</p> <p>(2) Chief, Additional, Sole and Assistant Examiners to value the answer papers, dissertations, thesis etc, or conduct viva voce and practical examinations and shall include special Examiners appointed for special papers and / or special occasions.</p>
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- 33.** (1) Question paper setters shall be appointed by the Controller of Examinations subject to approval of the Vice-chancellor or Registrar out of the panel submitted by the BOS as per Act:

Provided that the Vice-Chancellor shall have Authority to appoint paper setters out of the panel, if the approved members of the paper setters are either not available or express their inability.

- (2) Question Paper Setters shall ordinarily be appointed, in each case, for one year but may be reappointed for further period of one year each time provided that the total period of appointment does not exceed an aggregate of three years in respect of any one end semester examination.
- (3) Question Paper Setters as far as practicable, for all under graduate examinations shall be selected from other Universities within or outside the State and institutions of Higher Research or Deemed Universities or Colleges affiliated to such Universities. Question Paper Setters for Post-Graduate examinations shall be selected from Institutions of Higher Research or Deemed Universities or Universities or Colleges affiliated to such Universities outside the State.
- (4) Subject to approval of the Vice-chancellor, the Controller of Examinations shall appoint the senior most examiner of a particular paper as Chief examiner and Assistant Examiners or sole examiners out of the panel submitted respective BOS:

Provided that the Vice-Chancellor shall have authority to appoint the examiners out of the panel, if the approved members of the paper setters are either not available or express their inability.

- 34.** (1) A teacher of the University after completion of one year of service shall be eligible to register his name as a Registered Teachers of the University. In the beginning of an academic year, Dean Academics will issue a circular to this effect inviting application from the eligible teachers of the university after scrutinizing and finalization he shall submit the list to the Controller of Examinations in the prescribed format duly counter signed by the HOD.

- (2) It shall be the duty of the Controller of Examinations to maintain an up-to date list of all registered University teachers and list of suitable teachers from Institutions of Higher Learning and Research and Deemed Universities. This shall be a comprehensive list maintained subject wise so as to afford a wide choice of teachers for appointment as examiners in all the examinations. He shall place the said list before the BOS for their consideration to prepare the panel of examiners.

Principles for  
Appointment of  
examiners

- 35.** (1) The principle of single Examinership shall be followed in respect of theory papers of all University examinations.
- (2) In case of practical and viva voce examinations, the principle of having one internal examiner and one external examiner shall be followed.
- (3) Persons appointed as examiners for theory papers shall not ordinarily be appointed as practical or *viva voce* examiners in the same subject.
- (4) No person shall ordinarily be appointed as examiner in more than one theory paper in one semester examination. In case of non-availability, this could be extended to two theory papers.

Preparation of  
list of  
Examiners

- 36.** (1) The Controller of Examination shall annually prepare a list showing those who have been Question Paper Setters or Examiners during the preceding three years from among the list of registered University teachers.
- (2) The list of question paper setters and examiners prepared by the Controller of Examinations shall be placed before the different Boards of Studies. The Boards of Studies shall consider these lists and recommend three times the number of persons as are required as Question Paper Setters or as Examiners for any particular question paper or examination, for the purpose of appointment for that year only. Such recommendations of the Boards of Studies shall not confer any right of appointment on any person as a Question Paper Setter or as an Examiner. In absence of recommendations, Controller of Examinations may appoint the question paper setters and examiners with the approval of the Vice-Chancellor.

- (3) The Controller of Examinations shall scrutinize the list of question paper setters and examiners recommended by the Boards of Studies to ensure the following, -
  - (a) the period of appointment of any teacher as Question Paper Setter or Examiner does not exceed the total period of three years; and
  - (b) no teacher has incurred any disqualification under statute 32.

Place of  
Examination

- 37.(1)** All examinations shall be held in the University Campus and the Controller of Examinations may decide the examination rooms or exam halls from time to time. The Chief Superintendent and Invigilators for the University examinations should be ordinarily from the teaching staff of the University. It shall also be the duty and responsibility of the Vice-Chancellor to take the assistance of the local administrative authorities in case they need such help for conducting the examinations properly.
- (2) The different University examinations shall commence according to the Academic Calendar of the University. Keeping within this Academic Calendar, the Controller of Examinations shall prepare a calendar of examinations specifying the actual date of the commencement of the examination as well as a detailed time table for each individual examination.
- (3) The Vice-Chancellor may alter the Academic Calendar or Time Table in respect of any or all examinations in the event of extensive disturbance or calamities or any other unavoidable situations.

Standards of  
question  
papers

- 38.** The Question papers set in any subject shall be such as a candidate of decided ability well prepared in the subject can reasonably be expected to answer within the time allotted.

Question  
paper in  
English

- 39.** All examinations, except practical and *viva voce* examinations shall be conducted by means of written papers (printed, written or typed) to be set in English and to be answered in English, unless there be an instruction on the question Papers to the contrary.



Committee of  
moderator or  
Moderation  
Board

- 40.** The Vice-Chancellor, if desired, may constitute Committee of Question Paper Moderator for each subject (or group of subjects) for all the examinations. The Committee shall ordinarily consist of three examiners who have set the questions for the papers in that subject or group of subjects of whom one shall be the Chairman. It shall be the duty of the Committee to scrutinize the question papers and if necessary to moderate them so as to make sure that the questions as well as the distribution of marks conform to the norms and the pattern prescribed by the AICTE or the University or the UGC and the INC for such examinations and are within the course of studies and the syllabus.

Unfair means  
in  
Examinations

- 41.** (1) (a) All instances of unfair means in examinations whether reported by the Centre Superintendents or Invigilators or Supervisors or Observers or Examiners or Squad Members or otherwise shall be placed before the Conducting Board by the Controller of Examinations as soon as practicable but preferably before the results of the relevant examinations are passed for publication.
- (b) The Conducting Board shall consider the reports and other materials, if any, and make a report of the scope and extent of the unfair means resorted to and specifically whether use has been made of unauthorized or incriminating material referred to in the reports or produced before the Conducting Board.
- (2) In case the Conducting Board is satisfied that there is prima facie evidence of resort to unfair means in the examinations, the controller of Examinations shall issue notices to the candidate concerned specifying the nature of charges and calling upon the candidate to furnish his written reply to the charges within a period of seven days and also inform the candidate to a personal hearing on a specified date.

Disposal Of  
Malpractice  
Cases

- 42.** (1) The Controller of Examinations shall form a Disciplinary Committee with the approval of the Registrar or Vice-Chancellor to consider the cases of malpractices. Based on the recommendation of the Committee, the Vice-Chancellor shall order for disposal of such cases appropriately.

- (2) If the Committee comes to the conclusion that there has been resort to unfair means, the Committee may recommend to the effect that any of the following penalties may be imposed on the candidate commensurate with the gravity of the unfair means resorted to by him, namely: -
- (a) for writing the roll number or leaving any identification mark anywhere in the answer script except in the place provided for the purpose- Cancellation of the result of the Examination;
  - (b) for possession (but not use) of unauthorized or incriminating materials - Cancellation of the result of that examination;
  - (c) for misbehavior with the Centre Superintendent or Invigilators or Supervisors or others connected with the conduct of the examination- Cancellation of the result of that examination;
  - (d) for use of unauthorized or incriminating material- Cancellation of the result of that examination and debarring the candidate from appearing at the next examination;
  - (e) for use of unauthorized or incriminating material combined with misbehavior with the Centre Superintendent or Invigilators or Observers or Supervisors or others connected with the conduct of the examination; and
  - (f) Cancellation of the result of that examination and debarring the candidate from appearing at the next two examinations.

Academic  
Year

- 43.** (1) The academic year of the University and departments shall begin on the first of July of each year and end on the 30th June of the next year.
- (2) An academic year shall have not less than 180 working days of 6 hours duration each excluding days or hours spent for examinations for all departments.
- (3) The University shall issue a calendar for each academic year showing the number of holidays and working days.

## **CHAPTER-V**

### **The Award of Degrees**

Award of  
Degrees &  
Diplomas

**44.** The University shall, subject to the approval of the Board of Management award the following degrees.

**(a) Bachelor of Technology;**

**(b) Master of Technology;**

**(c) Post Graduate courses, -**

(i) Master of Business Administration (MBA);

(ii) Master of Computer Applications (MCA);

(iii) Master of Science in Bio-technology;

(iv) Master of Science in Physics;

(v) Master of Science in Chemistry;

(vi) Master of Science in Mathematics;

(vii) Master of Science in Life Science( Animal Science); and

(viii) Master of Science in Life Science( Plant Science).

**(d) Under Graduate courses**

(i) B. Sc.(Hons) Agriculture;

(ii) B. Sc. Physics (Hons);

(iii) B. Sc. Chemistry (Hons);

(iv) B. Sc. Mathematics (Hons);

(v) B. Sc. Computer Sciences (Hons);

(vi) B. Sc. I T M;

(vii) B. Sc. Botany;

(viii) B. Sc. Zoology;

(ix) B.Sc. Nursing; and

(x) Hotel Management & Catering Technology;

**(e) Ph. D.**

Doctor of Philosophy (Ph.D.) in Sciences, Engineering  
Management and Humanities and Social Sciences;

**(f) Diploma in Engineering Education; and**

**(g) Any other Degrees approved by the Board of Governors**

- 45.** (1) The Board shall, subject to the confirmation by the Visitor, have power to confer Honorary Degrees and other Academic distinctions on the recommendations of the Academic Council on persons, who by virtue of their eminence and attainments or contributions to the cause of learning, education and science or their established position in the Scientific or Literature World are fit and proper persons to receive such degrees, namely:-
- (a) Doctor of Literature(D.Litt.);
  - (b) Doctor of Science (D. Sc.); and
  - (c) Doctor of Letters.
- (2) All proposals for the conferment of Honorary Degrees shall be presented by a Committee consisting of Vice-chancellor, Registrar and Deans of Schools and if accepted by the committee, shall be placed before the Academic Council and Board of Governors for approval.
- (3) Honorary Degree shall be conferred only at convocation, and may be taken in person or in absentia.
- (4) The person, on whom an Honorary Degree is to be conferred, shall be presented to the Visitor by the Vice-Chancellor.
- (5) The Diploma or Certificate for an Honorary Degree shall be signed by the Visitor or Chief Guest.
- (6) Degree shall be awarded to only such candidates who have successfully completed the prescribed academic requirements as per the regulations of the University provided that the candidate, -
- (i) has not been convicted in any court of law;
  - (ii) is not a mental patient; and
  - (iii) has a good moral and ethical character.

- 46.** There shall ordinarily be one Convocation held during the year for the purpose of conferring and awarding all degrees/ diplomas, medals and awards. The Visitor or in his absence the President shall preside over the

convocation. The Vice-Chancellor may, with the prior approval of the President invite a distinguished person to address the Convocation.

- (1) The Visitor, President, Vice-President, Director General, Pro-Chancellor, Vice-Chancellor, Registrar, Deans of Schools, Members of the Board, the Academic Council shall wear the academic robes prescribed and assemble in the room set apart for the purpose at the appointed hour.
- (2) The honorary degrees shall be conferred on presentation at the Convocation by the Vice-Chancellor in the following order, namely, -
  - (a) Doctor's Degrees in the order determined by the Vice-Chancellor;
  - (b) Master's Degree in the order determined by the Vice-Chancellor;
  - (c) Bachelor's degree in the order determined by the Vice-Chancellor;
  - (d) Medals in the order determined by the Vice-Chancellor; and
  - (e) Awards in the order determined by the Vice-Chancellor.

Conferring  
Degrees or  
Medals

- 47.** Degree shall be awarded to only such candidates, who have successfully completed the prescribed academic requirements as per the regulations of the University:

Provided the candidate, -

- (i) has not been convicted in any court of law;
- (ii) is not a mental patient; and
- (iii) has a good moral and ethical character.

Distribution of  
Degrees &  
Diplomas

- 48.** Notwithstanding the provision of statute, the Board may decide with the prior approval of the Visitor that no Convocation shall be held in any year in which case the degree or diploma shall be given to the candidate through the respective Heads Departments or directly by the Registrar or otherwise as may be directed by the Board.

- (1) The Degrees or Diplomas of the candidate may be sent by post, on application, in the manner and on payment of such fees, as may be decided by the Board.

- (2) No person shall be admitted to a convocation who has not sent his application with the fees prescribed by the University fifteen clear days before the convocation to the Registrar.

Withdrawal of  
Degrees,  
Diplomas and  
certificate

- 49.** The University on recommendation of the Academic Council and with the prior approval of the Board can withdraw the degree awarded to a candidate:

Provided that it is conclusively proved that the candidate, -

- (a) was involved in criminal activities and was convicted by Court of Law;
- (b) has tampered with the transcripts, degrees, diplomas awarded by the University;
- (c) has caused irreparable damage to bring down the reputation and prestige of the University;
- (d) was involved in gross misconduct in any University Examination;
- (e) has made use of forged, false or manipulated documents or misleading declarations to gain admission to a course to which he was not entitled;
- (f) was involved in gross professional misconduct amounting to abuse of the Degree or Certificate awarded by the University; and
- (g) any other misdemeanor considered as tantamount to gross misconduct by the Academic Council and the Board:

Provided further that no such withdrawal of Degree or Certificate shall be made without giving the person concerned an opportunity of showing cause against the proposed action and of being heard by the Board.

Right to  
Appeal

- 50.** Any person aggrieved by an order passed under statute 49 may, within thirty days of the communication of the order, prefer an appeal before the Visitor, whose decision shall be final.

**PART-III**  
**CHAPTER-I**  
**Conditions of Service of University Employees**

General  
Scope

**51.** Applicability. This part applies to all University employees except the Vice-Chancellor

Definition

**52.** In this part, unless the context otherwise requires, -

- (i) "Service" means University service;
- (ii) "Cadre" means the strength of a service or a part of service sanctioned as a separate Unit;
- (iii) "Duty" includes-
  - (a) service as a probationer;
  - (b) period of service in any substantive or temporary post Period spent during a course of instruction or training; and
  - (c) period spent on such other work which the Board may decide to be included under duty;
- (iv) "Headquarters of a University employee" means -
  - (a) the station where the records of his office are kept; or
  - (b) such other place as the Vice-Chancellor may by order specify in this behalf;
- (v) "Holiday" means-
  - (a) a holiday prescribed or notified by the Board
  - (b) in relation to any particular office, or Campus, a day on which it is ordered by the Vice-Chancellor to be closed for transaction of University business;
- (vi) "Honorarium" means a recurring or non-recurring payment granted to a University employee from the University Fund as remuneration for special work of an occasional or intermittent character;

- (vii) "Joining time' means the time allowed to a University employee to join a new post or to proceed to the place of training or return from it to the station to which he is posted;
- viii) "Leave Salary' means the monthly emoluments paid by the University to a University employee on leave;
- (ix) "Month' means a calendar month;
- (x) "Officiating in relation to a University employee' means officiating in a post when he performs the duties of a post on which another University employee holds a lien and includes a University employee officiating in a vacant post on which no other person holds a lien and officiating shall be construed accordingly;
- (xi) "Pay' means the amount drawn monthly by a University employee as -
  - (a) the pay other than special pay or pay granted in view of his personal qualification which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by the rising of his position in the cadre;
  - (b) special pay and personal pay; and
  - (c) any other recurring emoluments which may be specially classed as pay by the Board;
- (xii) "Pay scale' means pay which raises by periodical increment from a minimum to maximum;
- (xiii) "Permanent post means a post carrying a definite rate of pay and sanctioned without limit to time;
- (xiv) "Permanent University employee' means a University employee who has a lien on a permanent post or would hold a lien on any post had his lien not been suspended;
- (xv) "Personal pay' means pay granted to a University employee -
  - (a) to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure, or



- (b) in an exceptional circumstances, on other personal consideration;
- (xvi) "Probationer' means a University employee appointed on probation in or against a substantive post in a cadre;
- (xvii) "Special pay' means an addition of the nature of pay to the employments of a post or to the pay of a University employee granted in consideration of
  - (a) the specially arduous nature of the duties; or
  - (b) a specific and significant addition to the work or responsibility; or
  - (c) the unhealthiness of the locality where the officer might be stationed;
- (xviii) "Subsistence allowance' means a monthly allowance made to a University employee who is not in receipt of pay or leave salary;
- (xix) "Substantive pay' means the pay other than special pay, personal pay, officiating pay or emoluments classified as pay by the Board, to which a University employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre;
- (xx) "Temporary post' means a post carrying a definite rate of pay scale and sanctioned for a limited time;
- (xxi) "Tenure post' means a permanent post which an individual University employee may not hold for more than a specified period;
- (xxii) "Transfer' means movement of a University employee from headquarters station in which he is employed to another such station either.
  - (a) to take up the duties of a new post; or
  - (b) in consequence of a change of his headquarters;
- (xxiii) "University' means the Gandhi Institute of Engineering & Technology University, Gunupur, Odisha;

(xxiv) "University employees' means a person in the employment of the University and drawing pay there from and includes the teaching and non-teaching staff in the university; and

(xxv) "Vacation Department' means a University Department and campus in which regular vacations are allowed during which University employees employed in them are permitted to be absent from duty.

Classification of  
Services

- 53.** The University service may be classified by the Board subject to conditions that it will undergo for such modifications as may be done by the Board for their employees from time to time.

Medical  
Certificate

- 54.** Except as provided by these statutes, no person may be substantively appointed to a permanent post in the University services, unless he produces a medical certificate of health signed by a medical officer of the rank as may be specified for the purpose by the Board from time to time. The production of a fresh medical certificate under this statute will not be necessary if the University employee has already produced a medical certificate and has been in the University service without break. The format of medical certificate to be used in case of appointments of teachers and other employees of the University shall be specified by the Board.

Minimum  
Age for Entry

- 55.** The age limit for appointment in any post shall be prescribed by the Board, provided that, the upper age limit may be relaxed by the Board.

Right to  
receive pay

- 56.** (1) Subject to such exception as may be specified by the Board, a University employee shall begin to draw the pay and allowances attached to his post with effect from the date on which he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties.
- (2) A university employee shall not be entitled to pay or allowance for any time he may spend outside his sphere of duty without proper authority.

Substantive  
appointment

- 57.** (1) More than one University employee cannot be appointed substantively to the same permanent post at the same time.
- (2) A University employee cannot be appointed substantively to a post on which another University employee holds a lien.
- (3) A University employee cannot be appointed, except as a temporary measure, two or more permanent posts at the same time.

Termination of  
Service

- 58.** Where a University employee does not resume duty after remaining on leave for a continuous period of one year or where a University employee after expiry of his leave remains absent from duty otherwise than on account of suspension, or any period which together with the period of the leave granted to him exceeds one year he shall, unless the University in view of the exceptional circumstances of the case otherwise determine, be removed from service after following the procedure governing in the field.

Retirement

- 59.** (1). The date of retirement of a University employee (except officers specified in Section 12 of Chapter III of GIET Act) is the date on which he completes the age of 60 years:

Provided that the Board may extend the age of retirement by two years on consideration of the physical ability and performance of duty.

- (a) A University employee may retire from service any time after completing 30 years of qualifying service or on attaining the age of 50 years by giving a notice in writing to the President or Vice-President of the University at least three months before the date on which he wishes to retire or by giving the said notice to the said authority before such shorter period as the University may allow in any case. It shall be open to the President or Vice-President to withhold permission to a University employee who seeks to retire under this provision if he is under suspension or if enquiries against him are in progress.

- (b) The President or Vice-President with the approval of the Board may also require a University employee to retire in University's interest at any time after he has completed thirty years of qualifying service or attained the age of fifty years by giving a notice in writing at least three months before the date on which he is required to retire or by giving three months pay and allowances in lieu of such notice:

Provided that a review shall be conducted in respect of any University employee on completing 30 years of service or 55 years of age in order to determine if he should be allowed to continue further in service or be retired prematurely in the University's interest.

- (c) Premature retirement laid down above shall be made applicable in respect of the employees who are known to be lacking in integrity or whose physical and mental condition is such as to make them inefficient for further service or whose continuance is not desirable in the interest of the University irrespective of assessment of his ability or efficiency in work.
- (d) Once it is decided to retain an employee after 30 years of qualifying service or on completion of 55 years of age, as the case may be he shall be allowed to continue up to the age of 55th or 60th years without any fresh review. Fresh review may, however, be conducted at any time if, it is justified for exceptional reasons, such as a subsequent work of conduct or the state of his Physical health which may make the earlier retirement clearly desirable.
- (e) The criteria and procedure to be followed for premature retirement shall be as laid down by the Board.

Probation

- 60.** The period of probation of a University employee (except officers as specified in the Statute) in any appointment shall ordinarily be one year for direct recruits and they shall be confirmed by the President in their respective appointment on completion of probation:

Provided that if the Pro-Chancellor or Vice-Chancellor or Registrar on consideration of the Annual Performance, Appraisal Report or any other report, does not feel satisfied with the performance of any such employee

during the probation period, he may recommend extension the period of probation of such officer by a period not exceeding one year to the President or Vice-President, who may extend the period of probation, or he may terminate his appointment with the approval of the Board.

Increment	<p><b>61.</b> An increment shall ordinarily be drawn by a University employee as a matter of course, unless it is withheld in the case of gross negligence of duty, by the authority empowered to appoint. However, in case of disciplinary proceedings, all orders regarding withholding of an increment to any employee shall indicate the period for which it is withheld and also whether the withholding shall have the effect of postponing future increments. The increments of the employees may be admitted from the first of the month in which it would fall due.</p>
Service to be continued for increment	<p><b>62.</b> All periods of duty in a post on a time scale counts for increment in that time scale: Provided that for the purpose of arriving at the date of next increment in that time scale, the total of all such period as do not count for increment in that time scale shall be added to the normal date of increment and the date of increment shall accordingly be substituted.</p>
Payment in case of Suspension	<p><b>63.</b> (1) The pay and allowances of a University employee who is removed from service, ceases from and including the date of such removal.</p> <p>(2) A University employee under suspension shall be entitled to a subsistence allowance as may be recommended by the Vice-Chancellor and approved by the President or Vice-President from time to time.</p>
Fixation of pay and increment	<p><b>64.</b> When a University employee (who was suspended) is reinstated the authority competent to order there instatement shall consider and make specific order -</p> <p>(a) Regarding the pay and allowances not to be paid to the University employee for the period of suspension as such or the said period shall be treated as duty.</p>

- (b) Where such authority holds that the University employees have been fully exonerated, or in the case of suspension that it was wholly unjustified, the University employee shall be given the full pay to which he would have been entitled had he not been suspended together with any allowances of which he was in receipt prior to suspension.

Drawl of pay  
during  
suspension

- 65.** A University employee who shall be deemed to have been suspended for any period during which he is detained in custody or in undergoing imprisonment shall not be allowed to draw any pay and allowances other than subsistence allowances admissible for such periods until he is released and allowed to rejoin his duties after conclusion of the Criminal or Disciplinary proceedings.

## CHAPTER-II

### PAY SCALE

Fixation of  
pay

- 66.** (1) When a University employee is promoted or appointed to another post carrying duties and responsibilities of greater importance than those attaching to the post held by him, his initial pay in the pay scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower post by one increment at the stage at which such pay has accrued:

Provided that where an employee holding a post in a substantive capacity for a period of less than one year is promoted or appointed in a substantive or officiating capacity to another post carrying duties and responsibilities of greater importance than those attaching to the post held by him, he will draw as initial pay the stage of the pay scale of pay next above his substantive pay in respect of the old post.

- (2) When a person other than one in University service is appointed to a post under the University, the initial pay shall be the minimum of the pay scale prescribed for the post unless otherwise decided by the

President or Vice-President on the recommendation of the selection committee.

Advance  
increment

67. The Board may in exceptional circumstances to be recorded in writing, grant an advance increment to any University employee.

### CHAPTER-III LEAVE

Leave

68. (1) The leave is a privilege which is accorded with proper approval and should not be treated as a right. In case of intuitional emergency or exceptional situation, the Registrar, Vice-Chancellor, Vice- President, or the President could cancel the leave or call back faculty or staff members availing leave.
- (2) Leave provisions shall be applicable to all the employees of the University except, -
- (a) the employees, who are engaged part-time, to do certain work;
  - (b) work-changed staff and persons paid from contingencies;
  - (c) visiting or part-time teacher who are employed on contract or temporary or ad-hoc basis for teaching or research work;
69. Leave rules, -

Different  
categories  
of leave

- (1) The present 15days CL will be divided into two slots, viz., January to June-08 days and July to December — 07 days for those who have completed one year at University. Anyone taking more than these allotted days, he has to bear loss of pay for extra days during that slot. However, the existing rules, i.e., 4-days in first three quarter and 3-days in last quarter of the year shall be applicable to those who have not completed one year at University.
- (2) LTC is permissible for staff members once in three years upto 4000 kms.
- (3) For Self-marriage, 08- days' special leave may be given to the staff members. However, **if the occasion falls in any vacation the special leave cannot be extended and availed after vacation including public holidays and Sundays.**
- (4) In case of death of parents (Father and Mother), Wife or Husband,

12 days obsequies leave may be given to the staff members. However, if the miss **happenings occur during any vacation, the obsequies** leave cannot be **extended and availed after vacation including public holidays and Sundays.**

- (5) In case of on-duty accident, the university may bear the medical expenditure and appropriate leave to that effect will also be sanctioned.
- (6) Maternity and Paternity leave as per rules may be granted.
- (7) Special medical leave may be granted in case of the incumbent suffering from the following diseases, which has to be certified by a specialist doctor. The genuineness of medical certificate and other supporting documents shall be verified by the administration before grant of such leave
  - (a) Chicken Pox;
  - (b) Typhoid/Jaundice;
  - (c) Cerebral Malaria; and
  - (d) Any other serious disease which deserves consideration.
- (8) The academic leave rules for those who are pursuing PhD programme and M.Tech in a branch which is not available at University shall be, -
  - (i.) the application for Academic Leave for R & D work should be routed through the HOD, Principal or Dean of Schools to Dean (R &D) which shall be forwarded to Registrar with proper recommendation.
  - (ii.) the Registrar can grant leave maximum period of 3days per month;
  - (iii.) the Board of Management can grant leave for more than 3 days only in specific cases on recommendation of Registrar;
  - (iv.) academic Leave up to a maximum of 2 months during semester-break can be granted by the management only through Registrar when it is recommended by the HOD or Dean or Director that s/he has no class work.
- (9) A teacher can be granted on-duty (OD) leave either on university work or for attending seminars or conferences or workshops.
- (10) Special leave for attending one international and two national seminars held in India. Sabbatical leave for rating as examiner for award of Ph.D up to 7daysinyear.
- (11) Vacation cannot be extended beyond the vacation period to the staff



members who were assigned with or availed on duty leaves (OD) during the vacation.

- (12) During the period of roster duty, no staff member is allowed to avail academic leave.

N.B.: (i) Except CLs, all other types of leaves are allowed to employees who have completed more than one year of services at University and shall be granted by the President or Vice President only.

(ii) Employees not completed one year of service in University are entitled to avail 50% of the vacation leaves declared during summer, winter or Dasahara.

**(13) On Duty Leave Rules, -**

A teacher can be granted on-duty (OD) leave either on university work or for attending seminars or conferences or workshops, -

- (i.) the application for OD should be routed through the HOD and Principal or Dean of Schools.
- (ii.) the Registrar after getting the OD application will put up the file for approval of the President or Vice President. However, in emergencies, the President or Vice President may sanction the OD leave directly.
- (iii.) the joining report should be submitted by the teacher through the HOD or Principal or Dean of Schools on resumption of duties after availing himself of the OD leave.

- (14) The Vice-Chancellor or Registrar, shall be the authority to sanction leave in favour of all categories of employees except Registrar, Finance Officer, Controller of Examinations and Deans. The Vice-Chancellor may at his discretion delegate the power to an officer of the University.

- (15) The President or Vice-president of the University or a person designated by him shall be the authority to sanction leave in favour of Vice-Chancellor, Registrar, Deans, Finance Officer and Controller of Examinations.

- (16) Leave cannot be claimed as a matter of right. When the exigencies of service so require or when the authority empowered to sanction the leave is not convinced of the reasons stated in the application of the employee, leave may be refused.

- (17) An employee, on leave or on vacation shall not accept any employment, including consultancy, with or without remuneration, or draw any scholarship without the prior approval of the Board.
- (18) An employee, intending to leave headquarters during the period of leave or vacation shall inform the Registrar in writing his address for correspondence and furnish telephone number or cell phone number or E-mail I.D. for contact, during such period of absence.
- (19) Employees, who are on vacation or leave, may be called for any duty of the University and in such cases; the employees returning from an outstation shall not be eligible for any travel charges.
- (20) Employees, seeking leave on medical grounds, shall produce a medical certificate, issued by a Registered Medical Practitioner, specifying as clearly as possible, the nature of illness and probable duration of leave required.
- (21) Sanctioning authority may, in compelling circumstance, call for a second medical opinion by sending the employee to the medical officer of the University or any other Registered Medical Practitioner and the employee concerned, in such case, shall present himself/herself for second medical opinion.
- (22) An employee, rejoining duty after availing leave on medical ground, shall submit medical certificate of fitness from a Registered Medical Practitioner prescribed in sub-statute (7).
- (23) A record of casual leave and other categories of leave taken by the employees during a year shall be maintained in the University
- (24) Absence of an employee from duty without getting leave sanctioned shall be treated as unauthorized absence from duty and the employee shall be liable for disciplinary action.

Section of  
different types  
of leave

**70.** Employees shall be entitled to the following categories of leave subject to the conditions prescribed in this behalf.

Casual  
Leave

- (1) The grant of casual leave shall be governed as given hereunder:
  - (a) casual leave shall be limited to 15 days in a calendar year in respect of employees with a minimum continuous service of twelve months in the University;

		<ul style="list-style-type: none"> <li>(b) in case of a newly recruited employee, the sanctioning authority shall use its discretion, having regard to the length of the service put in by such employee;</li> <li>(c) casual leave can be combined with Sundays or other authorized holidays, provided that the resulting period of absence, in total, does not exceed 8 days;</li> <li>(d) casual leave cannot be combined with vacation;</li> <li>(e) casual leave may be reckoned in terms of full day or half day for purposes of debit in the account in respect of all employees; and</li> <li>(f) unutilized causal leave shall not be carried forward to the next calendar year.</li> </ul>
Other categories of leave	(2)	<ul style="list-style-type: none"> <li>(a) Maternity leave, Special Casual Leave (for academic purpose or medical reasons), Compensatory Leave (in view of work on holidays) and Study leave may be permissible in case of employees, who are in continuous service of University for a minimum period of two years.</li> <li>(b) Total number of days of leave and salary for the period of leave under clause (a) of statute (3) shall be decided and sanctioned by the President.</li> </ul>
Extraordinary leave	(3)	The leave which is not mentioned in sub-statute (1) and (2) shall be considered as extraordinary leave. Extraordinary leave without/ with salary may be granted to an employee, having a continuous service of minimum of 2 years in the University.
Vacation	<b>71.</b>	<ul style="list-style-type: none"> <li>(a) All the Faculty of the University are eligible for 15 days of vacation during the summer months namely, May and June, provided their continuous service in the University up to 30th April of the year is not less than one year.</li> <li>(b) President or Vice-President of the University shall be the competent authority to decide the vacation schedules of the employees who are eligible to avail vacation.</li> </ul>

Deputation of  
teachers to  
attend  
conference,  
seminars etc.

**72.** Teachers may be deputed to attend academic conference, seminars, workshop, Training Programme and Quality Improvement Programme as Provided hereunder.

- (a) A teacher of the University may be deputed to attend academic conference or seminar or workshop or training programme or any other quality improvement programme anywhere in India normally once during an academic year.
- (b) For the purpose of attending conference or seminar etc as specified in clause (a), the teacher may chair a session or participate as a member of the organizing committee or has a paper accepted for presentation.
- (c) In case of joint authorship of the paper, the teacher must be either the first author or research student of the first author.
- (d) For a particular programme not more than two teachers will be recommended from one department.
- (e) The teacher shall make alternative arrangements for his class work and other duties before proceeding to attend conference or Seminar as specified in sub-statute (a).
- (f) Teacher, nominated to attend any of the aforesaid programmes shall be eligible for journey expenses as per TA or DA rule.
- (g) The teacher shall submit a copy of the letter received from the organizers of the conference or seminar inviting him to present his paper along with his application for deputation.
- (h) The teacher shall submit participation certificate after his return to the University. He shall submit a copy of the proceedings if any to the Library and submit a receipt from the library along with his TA bill.

## **CHAPTER-IV EPF & OTHER BENIFITS**

EPF and  
other  
benefits

**73.1.(a).** The University shall provide Provident Fund facilities under Employees' Provident Funds and Miscellaneous Provisions Act, 1952 for its employees.

- (b) The Board shall prescribe the quantum of contribution by the employee and the employer consistent with the provisions of Employees' Provident Funds and Miscellaneous Provisions Act 1952, in the manual of accounts.
- 2. (a). The Board may provide Insurance coverage to the employees and the details may be prescribed in the manual of accounts.
- (b) The Board may provide Personal Loan facilities to the employees from different banks through the University.
- (c) The Board may allow formation of Employees' Co-operative Societies.
- 3. Teachers shall be eligible to negotiate research project related benefits depending on the assignments they bring to the University and may be entitled to get five percent of the surplus revenue (surplus left after charging all expenses and five percent University administration overheads). In case the projects are not amenable to sharing, then the Teacher shall be eligible to get a principal researcher allowance of 5% of the projected fees in the project

Travelling  
Allowance

- 74.** The Board shall prescribe Travelling Allowances for the President, Vice-President, Vice-Chancellor, Officers and other staff of the University in the manual of accounts.

## **CHAPTER- V**

### **Discipline & Appeals**

Maintenance of  
Record of  
Services

- 75.** (1) The service particulars of the University employees shall be maintained by the Registrar in such form as may be specified by the Board in this behalf.
- (2) The confidential character rolls of the University employees shall be maintained in such form as may be specified by the University in this behalf. There shall be separate form for teaching and non-teaching staff.
- (3) Registrar shall be the custodian of all such CCR or ACR.

- 76. (1)** The following penalties may for good and sufficient reasons, and as hereinafter provided be imposed on a University employee, namely:-
- (a) fine;
  - (b) censure;
  - (c) withholding of increments or promotion;
  - (d) recovery from pay of the whole or part of any pecuniary loss;
  - (e) suspension;
  - (f) reduction to a lower service, grade, or post or to a lower pay scale or to a lower stage in a pay scale;
  - (g) compulsory retirement;
  - (h) removal from service, which shall not disqualify for future employment under the University; and
  - (i) dismissal from service which shall ordinarily disqualify for future employment under the University.
- (2)** The following shall not amount to a penalty within the meaning of this statute, such as, -
- (a) withholding of increments of a University employee for failure to comply departmental requirements, if any, in accordance with the relevant provisions or orders governing the service or post or terms of his appointment;
  - (b) stoppage of a University employee at the efficiency bar in the pay scale on the ground of his unfitness to cross the bar;
  - (c) non-promotion, whether in substantive or officiating capacity of a University employee, after consideration of his case, to a grade or post for promotion to which he is eligible;
  - (d) reversion to a lower service, grade or post of a University employee officiating in a higher service, grade or post on the ground that he is considered, after trial, to be unsuitable for

such higher service, grade or post, or on administrative grounds unconnected with his conduct;

- (e) compulsory retirement of a University employee in accordance with the provisions relating to his superannuation or retirement; and
- (f) termination of the services: -
  - (i) of a University employee appointed on probation during or at the end of the period of probation in accordance with the terms of his appointment or the statutes and orders governing probation;
  - (ii) of a temporary University employee in accordance with the terms of his appointment; or of a University employee employed under an agreement in accordance with the terms of such agreement.

## **PART- IV CHAPTER-I**

### **CONDUCT OF UNIVERSITY EMPLOYEES AND MISCELLANEOUS**

Conduct of  
employees

- 77. (1)** Every employee shall at all times maintain absolute integrity, decorum of conduct and devotion to duty.
- (a) No employee shall associate himself directly or indirectly with any privately managed educational institution without the prior permission of the Vice-Chancellor or Registrar:

Provided that an employee may undertake honorary work of a social or charitable nature or work of a literary, artistic or scientific character subject to the condition that his normal duties do not thereby suffer, but he shall not undertake and shall discontinue such work if so directed by the competent authority.

- (b) No employee shall offer himself as a candidate for election to the State Legislature or local authority or for holding office of any political organization. No employee shall be a member of or be otherwise associated with any political party or any organization which takes part in politics, nor shall he take part in aid of, or assist in any other manner any political movement or activity nor shall he canvass or otherwise interfere in or use his influence in connection with or seek or take part in an election to any legislative or local authority:

Provided that the employees qualified to vote at such election may exercise their right to vote; the employees shall not be deemed to have contravened the provisions of this Statute by reason only that they assist in the conduct of an election in the due performance of a duty imposed on them by or under any law for the time being in force.

- (2) (a) No employee shall, with a view to ventilating his grievance whether such grievance is individual or general in character, or for any other reason take recourse to any strike (including hunger strike) from work. Whether such strike is partial or complete.

Explanation-"Strike" means a cessation of or dissociation from work by a person or a body of persons employed in any office acting singly or in combination or a concerted refusal or a refusal under a common understanding of any number of persons who are or have been so employed to continue to work or accept employment.

- (b) No employee shall join any procession, demonstration or other form of agitation against any policy or action of the Government or the University which is likely to cause a breach of the public tranquility.
- (c) No employee shall join the public to ventilate his grievances even if such grievances are common with the public in a manner in which it is likely to cause a breach of the public tranquility.



(3) No employee shall publish or cause to be published, in his own name or anonymously or contribute to the press any matter which is likely to lead to academic indiscipline or promote defiance of authority of the University.

(4) (a) No employee shall except with the previous sanction of the Management, Own wholly or in part of conduct or participate in editing or managing any newspaper or other periodical publication.

(b) No employee shall, except with the previous sanction of the Vice- Chancellor or in the *bonafide* discharge of his duties participate in a radio broadcast or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical:

Provided that no such sanction shall be required if such contribution to any newspaper or periodical is on a purely literary, artistic subject and of occasional character.

Disciplinary  
Action

**78.** The following acts of omission or commission shall be deemed to constitute misconduct which may entail disciplinary action, namely; -

(a) negligence or failure to perform duties such as, lectures, demonstrations, invigilation and other matters connected with the teaching and examination in the University;

(b) furnishing false information regarding age, qualifications, including percentage of marks, and previous employment at the time of joining University or during the course of employment;

(c) violation of the canons of intellectual honesty, such as misappropriation of writings, research and findings of others;

(d) taking or giving bribes or illegal gratification to procure any benefit for himself or to give any benefit to any student or employee of the University or College;

- (e) commission of any act which amounts to an offence involving moral turpitude;
- (f) theft, fraud or damage in relation to any property of the University;
- (g) tampering with official records;
- (h) absence without leave or overstaying sanctioned leave;
- (i) discrimination against any student on the grounds of caste, creed, sex, religion or parochialism;
- (j) collection of money in the name of the University or any College without permission of the competent authority;
- (k) unauthorized occupation or subletting of University/college quarters;
- (l) engagement, directly or indirectly, in any trade or business or tuition or any employment without the permission of the University;
- (m) drunkenness, disorderly or indecent behavior in the premises of the University or college or outside such premises where such behavior is related to or connected with the employment; and
- (n) disobedience of any lawful order of the competent authorities.

All other matters relating to the conduct of employees not covered in this Chapter shall *mutatis mutandis* be governed by the provisions of the Orissa Government Servants' Conduct Rules, 1959 as amended from time to time.

Disciplinary  
Authorities

- 79.** The President or Vice-President may impose any of the penalties specified in Statute 76 on any University employee.

Procedure for  
imposing  
penalties

- 80.** (1) No order imposing any of the penalties specified in clause (a) to (e) of sub-statute (1) of statute 76 shall be passed except after.
- (a) The University employee is informed by the Disciplinary authority in writing of the proposal to take action against him and the allegation on which it is proposed to be taken and is given an opportunity to make any representation as he may wish to make.

(b) Such representation, if any is taken into consideration by the Disciplinary Authority.

(2) No order imposing on a University employee any of the penalties specified in clause (f) to (i) of sub-statute (1) of statute 76 shall be passed except after an enquiry held so far as may be, in the manner hereinafter provided.

(a) the Disciplinary authority shall frame definite charges on the basis of an allegation in which the inquiry is proposed to be held and such charges together with statement of allegations on which they are based, shall be communicated in writing to the university employee and he shall be required to submit within such time as may be specified by the Disciplinary authority a written statement of his defence and also to state whether he desires to be heard in person;

(b) the University employee shall, for the purpose of preparing his defence, be permitted to inspect and take extracts from such official records as he may specify; provided that such permission may be refused if, for reasons to be recorded in writing, in the opinion of the Disciplinary authority such records are not relevant for the purpose or it is against the University interest to allow him access thereto;

(c) on receipt of the written statement of defence or, if no such statement is received within the time specified, the Disciplinary authority may itself inquire into such charges as are not admitted or if it considers necessary so to do, appoint an Inquiry Officer for the purpose;

(d) if the University employee desires to be heard in person, he shall be so heard. If he desires that an oral inquiry be held or if the University so directs, an oral inquiry shall be held by the Inquiry Officer, as the case may be. At such inquiry, evidence shall be heard as to such of the allegations as are not admitted and the University employee charged shall be entitled to cross examine the witnesses, called as he may wish. Provided that the Inquiry Officer, as the case may be, may for reasons to be recorded in writing, refuses to call a witness;

- (e) at the conclusion of the inquiry, the Inquiry Officer shall prepare a report of inquiry recording its findings on each of the charges together with reasons thereof, and it may, recommend any penalty specified in the said statute to be imposed on the University employee;
- (f) record of inquiry shall include, -
  - (i) the charges framed against the University employee and the Statement of allegation furnished to him;
  - (ii) his written Statement, if any;
  - (iii) the oral evidence if any, taken in the course of the inquiry;
  - (iv) the documentary evidence considered in the course of the inquiry;
  - (v) the order if any, made by the disciplinary authority and the Inquiry Officer in regard to the inquiry; and
  - (vi) a report setting out the findings on each charges and the reason thereof; and
- (g) after the inquiry against a University employee has been completed and after the disciplinary authority has arrived at any provisional conclusion in regard to the penalty to be imposed, if it relates to any of the penalties specified in clause (f) to (i) of sub-statute (1) of statute-76 the University, employee concerned shall be supplied with a copy of the report of the inquiry and be given a further opportunity to show cause as to why the proposed penalty shall not be imposed on him:

Provided that if the Disciplinary authority disagrees with any part or whole of the findings of the Inquiry Officer, the point or points of such disagreement together with a brief statement of the grounds thereof, shall also be communicated to the University employee.

- (3) Notwithstanding anything contained in this statute, the provisions of this statute shall not apply in relation to the imposition on any University employee of any of the penalties specified in statute-76,

where the penalty is imposed on the ground of conduct which has led to his conviction on a criminal charge.

Order for  
Suspension

- 81.** (1) If, having regard to the nature of the charges and the circumstances in any case the disciplinary authority which initiates any disciplinary proceedings is satisfied that it is necessary or desirable to place under suspension the University employee against whom such proceedings are started, the said authority may pass an order placing him under suspension pending the conclusion of the enquiry and passing of the final order in the case.
- (2) A University employee who is detained in custody whether on criminal charge or otherwise, for a period exceeding forty-eight hours, shall be deemed to have been suspended by the Disciplinary authority under this statute.
- (3) A University employee in respect of, or against, whom an investigation, inquiry or trial relating to a criminal charge, pending shall be placed under suspension by the Disciplinary authority under which he is serving until the termination of all proceedings relating to that charge, if the charge is connected with his position as a University employee or is likely to embarrass him in the discharge of his duties or involves moral turpitude.

Resignation

- 82.** (1) A member of any authority of the University may resign by submitting a letter of resignation addressed to the Registrar, and the resignation shall take effect from the date of its acceptance by the Board as the case may be.
- (2) A member of any committee of the University may resign by submitting a letter of resignation addressed to the Registrar, and the resignation shall take effect from the date of its acceptance by the Chairman of the committee.
- (3) Any officer of the University (whether salaried or otherwise.) may resign from his office by submitting a letter of resignation addressed to the Registrar and such resignation shall take effect from the date of its acceptance by the Board.

- 83.** (1) Every University employee shall be entitled to appeal to, -
- (a) The President from an order passed by the Vice- Chancellor imposing on him any of the penalties specified in clause (f) to (i) of sub-statute (1) of statute 76.
  - (b) The Board from an order passed by the President imposing on him any of the penalties specified in the Act 38.
- (2) No appeal under this statute shall be entertained unless it is submitted within a period of two months from the date on which the appellant receives a copy of the order appealed against.

## CHAPTER-II

### Development, Corpus & General Fund

Development &  
Corpus Fund

#### **84. Operation of the Corpus Fund, the General Fund and the Development Fund -**

- (1) Further to the provisions contained in Section 45 of the Act, the amount of Corpus Fund shall be invested and kept invested, until the dissolution of the University, in long term securities issued or guaranteed by the State Government or in form of Term deposit in scheduled banks.
- (2) The University shall spend 75% of the Interest income in any education related expenditure, either in form of revenue or in form of capital expenditure with the approval from the Vice-Chancellor.
- (3) Further to the provisions contained in Section 46 of the Act, the University's General Fund shall be met in the following manner,—
  - (a) All the incomes of the University like, —
    - (i) all fees which may be charged by the University;
    - (ii) all sums received from any other source; and
    - (iii) all contributions or donations made in this behalf by any other person or body, which are not prohibited by any law for the time being in force.
  - (b) All the expenditures like, —
    - (i) repayment of debts including interest charges thereto incurred by the University for the purposes of this Act and the Statutes, and the Rules made there under;
    - (ii) up keeping of the assets of the University;
    - (iii) payment of the cost of audit;
    - (iv) meeting the expenses of any suit or proceedings to which the University is a party;
    - (v) payment of salaries and allowances of the officers

and employees of the University, members of the teaching and research staff, and payment of any Provident Fund Contributions, Gratuity and other benefits to any such officers, employees, members of the teaching and research staff;

- (vi) payment of travelling and other allowances of the members of the Board of Governors, the Board of Management, Academic Council, and other authorities so declared under the Statutes of the University and of the members of any Committee or Board appointed by any of the authorities of the University in pursuance of any provision of this Act, or the Statutes, or the Rules made there under;
- (vii) payment of fellowships, freeships, scholarships, assistantships and other awards to students, research associates or trainees eligible for such awards under the Statutes or Rules of the University;
- (viii) payment of any expenses incurred by the University in carrying out the provisions of this Act, and the Statutes or the Rules;
- (ix) payment of cost of capital, not exceeding the prevailing bank-rate of interest, incurred by the Sponsoring Body for setting up the University;
- (x) payment of charges and expenditure relating to the consultancy work undertaken by the University in pursuance of the provisions of this Act, the Statutes, and the Rules;
- (xi) payment of any other expenses including a management fee payable to any organization charged with the responsibility of managing the University on behalf of the Sponsoring Body, as approved by the Board of Governors to be an expense for the purposes of the University; and
- (xii) payment of any other expenditure in connection with the operation of the University with the permission of the competent authority:

Provided that no expenditure shall be incurred by the University in excess of the limits for



total recurring expenditure and total non-recurring expenditure for the year as may be fixed by the Board of Management without the previous approval of the Board of Management:

Provided further that the General Fund shall be applied for the objects specified with the prior approval of the Board of Management:

Provided also that the General Fund can be used for creating any other funds with the approval of the Board of Governors:

Provided also that the General fund can be used for any other purpose of the University with the approval of the Board of Management.

(4) Development Fund. - Further to the provisions contained in Section 47 of the Act, the accumulated balance of the funds can be utilized towards, -

- (i) building infrastructure for the use of University;
- (ii) repayment of Loan; and
- (iii) creating fixed asset for the University:

Provided that the Development Fund can be used for any other purpose of the University with the approval of the Board of Governors.

Restructuring of  
schools

**85.** Creation, abolition or restructuring of Schools or Departments or Faculties and Centers. -

On the recommendation of the Vice-Chancellor, the Board of Governors may create, abolish or restructure Schools or Departments or Faculties and Centers.

Committees  
and Boards of  
the University

**86.** The major committees and Boards constituted by the Vice-Chancellor are, -

- (1) Academic Committee. - The Dean of School is the Chair-Person of the Academic Committee of a School, which is responsible to carry out the following broad functions; namely, -

- (a) monitor the academic activities of the School within the budget approved by the University;
- (b) exercise general supervision over the academic work of the School and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- (c) consider matters of academic interest either on its own initiative or at the instance of the Academic Council or those proposed by the School and take proper action thereon;
- (d) deliberate and act on the recommendations of the HOD regarding Faculty recruitment;
- (e) consider proposals for School-based research and other academic activities;
- (f) take follow-up action on communications, policy decisions received from the University, Government, UGC and other statutory bodies etc.;
- (g) assess the volume of intake, courses to be offered, introduction of new and closure of programmes in the School;
- (h) monitor the progress of Industry-University interactions;
- (i) evaluate recommendation for credit courses;
- (j) make recommendations to the Academic Council on measures for improvement of standards of teaching, research and training; and awarding of scholarships, medals, prizes etc.;
- (k) attend conducting Board meetings to approve the results, award of degrees, etc. to students; and
- (l) undertake periodic review of the activities for maintaining and improving standards of instruction.

Admission  
Committee

(2) Admissions Committee. - The Admissions Committee consists of the Chairperson, Admissions and other members appointed by the Vice- Chancellor or Registrar. The Committee is in-charge of the entire admissions process of the University; and is responsible for the following functions, namely: -

- (a) to ensure that the Admissions Policy of the University is observed in making of admissions to University programmes;

- (b) to determine the principles on which admissions are to be made and the procedures thereof, subject to the Admissions Policy of the University;
- (c) to monitor the admissions to University programmes and investigate any problems arising in connection thereof;
- (d) to refer the matter to the Vice-Chancellor or Registrar for advice where the Admissions Committee is of the view that a serious matter relating to the admission of a student has arisen; and
- (e) to report to the Academic Council on its work from time to time.

Career Advisory  
Committee

- (3) Career Advisory Services Committee- The Career Advisory Services Committee is constituted by the Vice- Chancellor to co-ordinate and undertake all activities for the annual campus hiring programmes of the students both for the summer internship and final hiring programmes of the Schools as approved by the Vice-Chancellor from time to time. The Committee networks with external bodies for their association in the process and encourages students to be active participants therein.

Research  
Integrity &  
Ethics  
Committee

- (4) Research Integrity and Ethics Committee - This Committee appointed by the Vice-Chancellor ensures that there are suitable guidelines, procedures, codes and other materials that will support colleagues across the University to maintain the highest standards of scientific, professional and personal integrity by giving due consideration to the ethical, social and environmental issues arising from various activities. The Committee oversees decisions involving research support, grants, research projects, joint and collaborative research engagements with other organizations by assessing whether such efforts or pursuits are in line with the values of the University and adhere to the ethical principles of research and investigation. (Necessary disclosures in semesters of methods of data collection, interviewee or subject participation conditions in field study projects, conflict of interest disclosures, if any, are some of the areas this Committee may look at to

ensure that research is conducted in the most ethical manner). Thus, the Committee ensures that all members of the University academic staff and students plan and conduct their investigations in accordance with appropriate ethical standards. The Committee may recommend any intervention to improve the framework and policies for research, governance and institutional strategy to reinforce ethics and integrity.

Examination  
Disciplinary  
Committee

(5) Examination Disciplinary Committee -

(i) An Examination Disciplinary Committee comprising of the following members is constituted by the Vice-Chancellor to take a decision or impose penalty on the erring students, -

- (a) Dean of the concerned School;
- (b) Dean of any other School;
- (c) Any special invitee or concerned faculty; and
- (d) Controller of Examinations (Convener).

(ii) The recommendation of the committee is communicated to the Registrar who decides on the final punishment to be awarded to any student for breach of conduct. However, before imposing any penalty, the explanation of the student concerned shall be taken into account. Repeat of any type of misconduct and number of misconducts shall add to the gravity of the offence.

Faculty  
Development  
Committee

(6) Faculty Review and Development Committee -The Vice-Chancellor may constitute Faculty Review and Development Committee under his chairmanship; and nominate the Registrar, the Deans and other senior faculty as he may deem necessary. The Faculty Review and Development Committee is primarily responsible for performance review of faculty and to make recommendations for faculty development, faculty promotions, confirmation of faculty and extending or extinguishing contracts of adjunct and faculty on probation.

Scholarship  
Committee

- (7) Scholarship Committee- The Scholarship Committee is appointed by the Vice-Chancellor to make recommendations for various types of scholarships and freeships, the number of beneficiaries and the quantum of assistance.

Research  
Committee

- (8) Research Committee- The Research Committee constituted by the Vice-Chancellor assesses the current research infrastructure support available to Faculty and makes recommendations for strengthening and upgrading them with the aim of enhancing the productivity of the academic staff. It evaluates research grants proposals from Faculty and makes recommendations for re-/formulating incentive policy for intellectual contribution by them. It is vested with the responsibility for vetting the scientific quality of research of the School and University.

Student Activity  
Committee

- (9) Student Activities Committee - The key role of the Student Activities Committee appointed by the Vice-Chancellor or Registrar heading by Dean, Student Affairs, who is to make sure that all the students are made aware of the norms of discipline as well as the semesters and conditions of their studentship in the University, and that they follow all the instructions pertaining to various aspects of their life in the campus written in the Manual of Policies which are given to them in the beginning of the academic year. The Committee provides emergency support to any student in case of need and is broadly concerned with ensuring their overall wellbeing in the campus. The Committee is empowered to approve various programmes and events conducted by Student Committees

IT & Computer  
Services  
Committee

- (10) Information Technology and Computer Services Committee- The Information Technology and Computer Services Committee appointed by the Vice-Chancellor has a pivotal role in the rapidly changing educational landscape to deliver faster and personalized student experiences and engagement. Led by the Chief Technology Officer, the Committee provides a strategic roadmap for technological changes required via the SMAC (social, mobile, analytics and cloud technologies) stack in close coordination with

IT operations personnel as well as the right digital environment for faculty and students to enhance the learning experience with in-built security measures. An important function of the Committee is to provide inputs for major IT initiatives of the University and monitor the IT project priorities and timelines. The Committee formulates a University e-Governance policy for its stakeholders and reviews it periodically to mitigate potential IT risks.

Complaint &  
Harassment  
Committee

- (11) Complaints Committee Against Sexual Harassment- This Committee known as Internal Complaints Committee is appointed by the Vice-Chancellor; and is headed by a female as its Chairperson and has four other members drawn from across-section of employees of the University and representative of NGO familiar with the issues connected with sexual harassment. The Committee conducts sensitization programmes for employees and students every year. The Committee is guided in its functioning by a well- defined procedure and charter of obligations such that the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 are complied with. The Committee is vested with the power to enquire into all complaints referred to it either by individual student or employees or the Management of University regarding allegation of sexual harassment at University premises or workplace and recommend suitable action including initiation of criminal case or departmental proceedings.

Anti-Ragging  
Committee

- (12) Anti-Ragging Committee- The Anti-Ragging Committee constituted by the Vice-Chancellor or Registrar is responsible for ensuring compliance with the directive of the Hon'ble Supreme Court and the UGC regulations to ensure zero tolerance for anti-ragging activities in the University. A senior member of the faculty is the Co-ordinator of this Committee which consists of Chairperson, Student Welfare and Activities, Deputy Registrar, Residence Prefects, Asst. Prefects, and Student Executive Council representatives. The Committee is responsible to take preventive and corrective measures so as to ensure that ragging in any form as described under the UGC regulations does not happen within the campus premises or outside by any student of

the University, whether belonging to the same class or different Schools. Anti-ragging Squad is set up to provide students, information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints or distress calls; exercise vigil over occurrence of ragging and report promptly case(s) of ragging to the Anti-Ragging Committee for appropriate action.

Protection of  
Minor student  
Committee

- (13) Committee for Protection of Minor Students- Headed by a senior faculty with members drawn across genders, this Committee appointed by the Vice-Chancellor or Registrar is responsible for enunciating safe working practices and norms of behavior including clear ways of identifying, reporting and recording concerns aimed at ensuring safe and protected environment for minor students in the University campus.

Employee  
Grievance  
Committee

- (14) Employee Grievance Redressal Committee- The Employee Grievance Redressal Committee, appointed by the Vice-Chancellor or Registrar, is chaired by the Registrar. The Committee looks into all the grievances that are reported from the faculty and staff regarding any matter which is linked to the University and its operations. After interaction with the aggrieved employee and due consideration of relevant aspects of the matter, the Committee disposes off the matter.

Library  
Committee

- (15) Library Committee- The Library Committee, headed by the Chief Librarian, is appointed by the Vice-Chancellor or Registrar. The Committee recommends changes that are required to ensure that the library of the University is well stocked with the latest books and does not use any material which infringes copyright on use. The Committee provides inputs for special focus on areas of research and study and thereby recommends books which have high value to the University. The Committee also provides suggestions on updated databases of journals, electronic databases of journals and other electronic resources which provide the most relevant information to the students and other stakeholders of the University. The Committee recommends various policies related to Library services like collection,

development, purchase, etc.

Administrative  
Committee

(16) Administrative Committee- Each campus has its own Administrative Committee appointed by the Vice-Chancellor. The Committee headed by the respective Deputy Registrar is a participatory forum for the management personnel and the subordinate staff to deliberate ways and means to provide assorted services and amenities required by various wings of the University.

Purchase  
Committee

(17) Purchase Committee- The Purchase Committee, appointed by the Vice-Chancellor, is headed by the Registrar. The other members of the Committee are Chief Finance Officer, Deputy Registrars and the Purchase Officers. The primary responsibility of the Committee is to ensure that all the material needs of the University and its stakeholders are met at the earliest and at the best possible rates while ensuring the best possible quality of the goods and services. The Committee ensures a transparent process of purchases and also strives to provide the most cost-effective solutions to the University.

International  
Relation  
Committee

(18) International Relations Committee- The University is committed to internationalization as it helps in advancing the quality of teaching, research, institutional capacity building and cross-cultural adaptability. International Relations Committee constituted by the Vice-Chancellor or Registrar looks after the internationalization of the University through collaborations with eminent universities across the globe and building international partnerships. International Relations Committee of the University promotes and facilitates, -

- (a) student Exchange Programme;
- (b) summer School Programme;
- (c) study Abroad Programme;
- (d) faculty Mobility Programme;
- (e) international Seminar and Workshops;
- (f) double degree and dual degree Programme;
- (g) co- teaching;



- (h) faculty exchange Programme, Joint Research work on areas of mutual interest;
- (i) international Consulting Projects in collaboration with our international partners;
- (j) international University Rankings;
- (k) developing international course modules jointly for both the partner institutes; and
- (l) any matter pertaining to internationalization as approved by the Vice-Chancellor or Registrar from time to time.

Internal quality  
Assurance  
Committee

- (19) Internal Quality Assurance Cell- The Internal Quality Assurance Cell is constituted by the Vice-Chancellor or Registrar with adequate representation of across-section of stakeholders to evolve mechanisms and procedures for,-
- (a) ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
  - (b) the relevance and quality of academic and research programmes;
  - (c) equitable access to and affordability of academic programmes for various sections of society;
  - (d) optimization and integration of modern methods of teaching and learning;
  - (e) the credibility of evaluation procedures;
  - (f) ensuring the adequacy, maintenance and functioning of the support structure and services;
  - (g) research sharing and networking with other Universities in India and abroad;
  - (h) development and application of quality benchmarks or parameters for various academic and administrative activities of the University;
  - (i) facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
  - (j) arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

- (k) dissemination of information on various quality parameters of higher education;
- (l) organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- (m) documentation of the various programmes or activities leading to quality improvement;
- (n) acting as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of best practices;
- (o) development and maintenance of University database through MIS for the purpose of maintaining or enhancing the institutional quality;
- (p) development of Quality Culture in the University; and
- (q) preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Strategic  
Academic  
Advisory  
Committee

(20) Strategic Academic Advisory Board-The Strategic Academic Advisory Board is constituted by the Vice-Chancellor. The Board may include such members as may be nominated by him. The Board is responsible to, –

- (a) review and advise on the strategic positioning and directions for development of the School;
- (b) advise on aligning the academic, training and research programmes to the needs of its client sectors; and
- (c) suggest the curricular and co-curricular structures and processes that are necessary to achieve the School's vision.

Equivalence  
Committee

(21) Equivalence Committee - To Consider and recommend equivalence of degree of other Universities with the University.

Constitution of Committee:

- (a) Vice Chancellor; : Chairman
- (b) Registrar; : Member
- (c) All Deans; and : Member
- (d) Controller of Examinations : Convener

**87. Manner of co-operation with other Universities or Institutions of higher learning and opening of study centre or campus.**

- (1) Co-operation with other Universities or Institutions of higher learning-
  - (a) The University may, subject to the provisions of Act and rules defined by UGC, enter into MOUs with other Universities including foreign Universities and Authorities in such a manner and for such purposes as the Vice-Chancellor may decide or determine from time to time.
  - (b) The MOUs must have clauses and conditions to safeguard the legal aspects of the University and include issues like, areas of co-operation and collaboration, mutual obligations, arrangement for transfer of credits, maintenance of standards, period of contract, consequences of termination of agreement, resolution of disputes, liabilities, financial agreements, if any, etc.
  - (c) Generally, but not limited to scope defined below, the following may be agreed upon, -
    - (i) promote collaboration and partnership between the Universities or Institutes in the field of higher education;
    - (ii) exchange of Faculties and Researchers;
    - (iii) exchange of graduate students for a specified duration and courses;
    - (iv) exchange academic materials of mutual interest including scholarly publications, curricula information and pertinent research reports;
    - (v) invite representatives of each other's academic community to participate in conferences and colloquial,
    - (vi) co-operation in mutual fields of academic interest for purpose of developing specific education and training opportunities and Programmes;
    - (vii) academic and organizational development assistance as well as education and training activities in a number of fields and subjects including, -

- (a) design of curricula for undergraduate and post graduate studies;
  - (b) development of faculty profiles;
  - (c) internship opportunities with companies abroad;
  - (d) establishment of periodic quality assurance practices and procedures;
  - (e) distance learning opportunities; and
  - (f) short professional training courses.
- (viii) Contact and collaboration between faculty, staff and students, carry out joint research programmes and exchange experiences in education research; activities include, -
- (a) joint co-operative research projects;
  - (b) consultancy work to assist the development of new Postgraduate courses; and
  - (c) enter into twinning arrangement, if allowed within the rules of the UGC.

Off Campus

- (2) Opening of Off Campus, study centre or campus - Consistent with the applicable provisions of the Act and rules in force, the Vice-Chancellor may take necessary steps to open study centres or off campus in furtherance of the University's objectives.

Student  
fellowships &  
others

- 88.** Provisions regarding institutions of fellowships, scholarships, studentships, freeships, medals and prizes, -
- (1) Students admitted to the University may be awarded scholarships, freeships, studentship and fellowships based on merit and their needs.
  - (2) The University may announce scholarship schemes for undergraduate or postgraduate students for the amounts or duration and as per conditions as may be decided and approved by the Academic Council and Board of Governors.
  - (3) The Vice-Chancellor or Registrar is authorized to constitute committees to make recommendations forward of fellowships,

scholarships, studentships and freeships. Number and monetary amount of all kinds of scholarships or freeships, viz. Merit, Merit-*cum-Means*, those for SC/ST/Economically Backward or Minority students and awards to be given may be determined by the Academic Council.

- (4) The University also has the right to discontinue any of the existing scholarships or institute new scholarships as and when required.
- (5) The Vice-Chancellor may constitute a committee to examine the cases of proposed gold medal or prize winners. A brief report will be presented by the Committee with comments on their behavior, disciplines, percentage of each Term, completion of courses and other requirements for the degree, etc. to the Vice-Chancellor for approval, prior to announcing the award of medals or prizes. No student shall however, be eligible for the award of medal or prize in case of ever indulging in an act of indiscipline, failed in any subject or detained.

Procedure  
of course of  
Studies

**89.** Number of seats in different courses of studies and the procedure of admission of students to such courses-

- (1) The number of seats available in each programme for an academic year shall be determined by the Academic Council.
- (2) Admission will be made on the basis of merit or the Rank obtained in the entrance examination. The assessment of merit may be on cumulative basis of the following, -
  - (a) performance in the qualifying examinations;
  - (b) performance in the prescribed test;
  - (c) online Aptitude Test;
  - (d) personal Interview; and
  - (e) on the basis of merit of marks.
- (3) There shall be no management quota in the admissions and special weight age will be given as per the Act.

- (4) The University shall endeavor to pursue a policy to admit a diverse and exceptional group of students from India and abroad, who are dedicated to studying at a high intellectual level. Admissions to the University will be open to all persons regardless of race, religion, place of birth, domicile, nationality, political or social affiliation and background, caste or creed or gender. However, admissions of foreign students shall be governed by the guidelines and directions applicable to foreign students.
- (5) Students admitted to the University will be equipped with the knowledge, skills and vision to meet the challenges and demands of globalization. The goal is to produce world-class professionals, scholars, and academicians.

Fees  
structures

**90. Fee chargeable from students for various courses of studies-**

- (1) The University shall charge fees from the undergraduate, postgraduate, research and post-doctoral students for different academic programmes as may be approved by the Board of Governors on the recommendations of the Admissions Committee.
- (2) The fee structure may be modified by the Board of Governors from time to time.
- (3) The University may also award fee waivers to the students and research scholars.

Miscellaneous  
Provisions

**91. Miscellaneous Provisions-**

- (1) In this Statute, unless the context otherwise requires, -
  - (a) Where any word or expression is defined in this Statute, such definition shall extend to the grammatical variations and cognate expressions of such word or expression;
  - (b) Words and expressions importing the masculine gender include the feminine gender as well; and
  - (c) Words and expressions in the singular include the plural and words and expressions in the plural include the singular.

- (2) Where any part of this Statute confers any power or imposes any duty, then the power may be exercised and the duty shall be performed from time to time as occasion requires by the holder for the time being of that office.
- (3) Subject to this Statute, the appointment made to any post in the University and constitution of any Authorities, Bodies, Boards or Committees in the University in accordance with the Statutes and Rules shall be deemed to be valid and in accordance with the Act.
- (4) Any powers or functions of any Officer, Authority, Body, Committee or Board conferred by this Statute are subject to the provisions of the Act.
- (5) Subject to the provisions of the Act and the Statutes, any officer or authority of the University may delegate powers with due approval from the Vice-Chancellor or Registrar to any other officer or authority or person under his or its control subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the officer or authority or person delegating such powers.
- (6) The Statute conferring the power prescribes conditions, subject to the observance, performance or existence of which any such power may be exercised. Such conditions shall be presumed to have been duly fulfilled, if in the document evidencing the exercise of the authority there is a statement that such authority had been conferred by such Statute.
- (7) This Statute shall receive such fair, large and liberal construction and interpretation as will best ensure the attainment of the objectives of the Statute according to its true intent, meaning and spirit.
- (8) No suit, prosecution or any other legal proceedings shall lie against the University or for any act or omission or inadvertent commission of any Officer, Authority, Body, Committee or Board or Employee of the University in the performance of their powers

and functions under the provisions of this Statute or Rule made thereunder, provided such act or omission or inadvertent commission was actuated by good faith.

**SCHEDULE I**  
**Classification of Posts**  
**(Statute 31)**

**Group A Posts—**

- (i) Registrar;
- (ii) Director General;
- (iii) Controller of Examinations;
- (iv) Professors and Teachers of equivalent rank Director, Academic Staff;
- (v) College and Finance Officer/Deans of different schools;
- (vi) Prof. I/C admission;
- (vii) Prof. I/C T & P;
- (viii) Deputy Registrar and Controller of Examinations;
- (ix) Deputy Controller of Examinations;
- (x) Development Officer;
- (xi) Director, College Development Council;
- (xii) Director, Academic Staff College or Director, Students Welfare and Deans or Executive Engineer or any other officer of the rank of Executive, Medical Officer, Health Centre;
- (xiii) Associate Professor and teachers of equivalent rank;
- (xiv) Librarian or Chief Librarian; and
- (xv) Other officers equivalent in rank to the officers listed above.

**Group B Post –**

- (i) Asst. Professor/Lecturers and teachers of equivalent rank;
- (ii) Assistant Registrar;
- (iii) Assistant Controller of Examinations;
- (iv) Maintenance Engineer;
- (v) Assistant Librarian;
- (vi) Students Welfare Officer;
- (vii) Budget-cum-Accounts Officer;
- (viii) Accounts Officer;
- (ix) Audit officer;
- (x) Administrative Officer;
- (xi) Coordinator, NSS;
- (xii) Secretary to Vice-Chancellor;



- (xiii) Security Officer;
- (xiv) Admission Officer;
- (xv) Admission Executives;
- (xvi) Zonal Manager (Admission);
- (xvii) Students Counsellor ; and
- (xviii) Other officers equivalent in rank to the officers listed above;

### **Group C Post**

- (i) Office Superintendent or Section Officer;
- (ii) Personal Assistant;
- (iii) Micro–Analyst;
- (iv) Accountant;
- (v) Physical Training Instructor;
- (vi) Demonstrator or Laboratory Assistant;
- (vii) Laboratory Technicians;
- (viii) Assistant Auditor;
- (ix) Stenographer;
- (x) Junior Assistant or Senior Assistant;
- (xi) Audit Assistant;
- (xii) Store-keeper;
- (xiii) Driver (Heavy/Light);
- (xiv) Care Taker;
- (xv) Plumber;
- (xvi) Pump Driver;
- (xvii) Khansama;
- (xviii) Wireman;
- (xix) Programmer;
- (xx) Computer Operator;
- (xxi) Data Entry Operator; and
- (xxii) Other employees equivalent in rank to those listed Above.

### **Group D Posts –**

- (i) Attendant;
- (ii) Daftary including Binder-*cum*-Daftary, Mali or Gardener;
- (iii) Gasman and Waterman, Matron;
- (iv) Specimen Collector or Bearer;
- (v) Peon;
- (vi) Watchman/ Choukidar/Sweeper;

(vii) Helper; and

(viii) Other employees equivalent in rank to those listed above.

Any other post to be created by the Board of Governors in different group of posts mentioned above.